

BRADWELL PARISH COUNCIL



POLICY	EXPENSES
VERSION	2.0
LAST REVIEWED	21 March 2026

1 Policy statement

This Policy sets out the requirements for claiming expenses from Bradwell Parish Council.

2 Claiming expenses

- 2.1 Generally expenses should be authorised in advance.
- 2.2 Any intention to claim expenses for attendance at training and meetings outside the Parish will need prior approval.
- 2.3 Exceptions would be usual items of expenditure such as stationery and mileage directly related to the Clerk's activities in support of Council business.
- 2.4 Any claim for reimbursement must be accompanied by a VAT receipt where applicable and presented as soon as practicable and within 3 months of expenditure.

3 Expense rates

The Council shall reimburse travelling expenses at the HMRC approved mileage rates in force for private vehicle mileage. At the time of writing (March 2026) this is 0.45pence per mile. An additional claim of 0.05pence per mile per passenger may be made if applicable.