

## STOTFOLD TOWN COUNCIL

## COUNCILLOR MILEAGE CLAIM POLICY

## 1. General Principles

- 1.1 It is the policy of Stotfold Town Council to permit its Councillors to claim for mileage incurred for authorised duties.
- 1.2 The term Councillor will be deemed to be defined as a serving Councillor of Stotfold Town Council, and therefore includes co-opted Councillors.

## 2. Authorised duties

- 2.1 Mileage claims will be paid where Stotfold Town Council has asked a Councillor to attend to represent the Council, and shall include meetings, training, conference/seminars and events outside the Parish boundaries of Stotfold.
- 2.2 Mileage will not be paid where a Councillor attends a meeting, training, conference/seminar or event at their own will, or where it is within the Parish boundaries.

### 3. Method of travel

- 3.1 Own vehicle mileage will be paid and does not include public transport or other modes of transport.
- 3.2 Where a Councillor uses their own vehicle, they should ensure that the vehicle is in good working order, the correct vehicle insurance is in place, and it is taxed and MOT'd.
- 3.3 Good practice should be applied car sharing when more than one person is attending.
- 3.4 Claims for parking charges, parking fines/traffic offence penalties and taxi journeys will not be permitted.

#### 4. Mileage rate

4.1 Mileage will be paid at 45p per mile, in line with HMRC recommendations, for use of own vehicle, regardless of engine size.

#### 5. Procedure

- 5.1 All mileage claims must be made on the supplied Mileage Claim Form and submitted to the Town Clerk for authorisation.
- 5.2 Claims must be made for the financial year in which they were accrued, back-dating of claims before the current financial year will not be authorised.
- 5.3 Claims should be made on a monthly basis.

Councillor Mileage Claim Form Policy

- 5.4 The Clerk will check and approve claims and process payments in accordance with Council's payment policy.
- 5.5 Councillors should keep full records of expenses claimed and the reasons the expenses were incurred, so that they can provide appropriate evidence, if requested, to HMRC.
- 5.6 Records of Councillors claims will also be maintained by the Council.

#### **Revision History:**

Date Adopted	December 2018
Date Reviewed	January 2024
Date for review	January 2026

Councillor Mileage Claim Form Policy



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# COUNCILLOR MILEAGE CLAIM FORM

Name	
Address	

Journey to/from	Purpose of journey	Date	Miles claimed	Amount
Total amount of mileage expense claimed			£	

## **DECLARATION:**

I declare that the amounts claimed are correct, and that I have not made, and will not make, any false claims for expenses from Stotfold Town Council. The amounts claimed are strictly in accordance with Stotfold Town Council's Councillor Mileage Claim Policy

Claimant signature: ...... Date: ......

Please return completed form to:

Town Clerk, Stotfold Town Council, The Greenacre Centre, Stotfold, Hitchin, Herts, SG5 4HG

#### Office use only:

Checked and authorised by:	Date:
Payment Date:	Budget Code:

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Date Reviewed: January 2024 Date for Review: January 2026