

GREAT AND LITTLE PLUMSTEAD PARISH COUNCIL EXPENSES POLICY

The Council's Expenses Policy should be read in conjunction with the Financial Regulations in force at the time.

1. EXPENSES

1.1 The Council shall reimburse employees at NJC rates/HM Revenue & Customs Mileage Allowance Rates in force at the time for mileage incurred in the performance of Council business ("mileage expenses") provided the mileage expenses have prior approval from the Council. For journeys largely outside the County of Norfolk, if a matter of urgency, approval may be sought from the Chairman.

1.2 The Council shall reimburse employees for other expenses which may include overnight accommodation, meals and fares incurred in the performance of Council business ("other expenses") provided that the other expenses have been receipted and had prior approval from the Council.

For employees working at home

1.3 Expenses requiring prior approval may include, but not exclusively, any of the following:

- Purchase or use of office equipment

- Connection, rental or use of telephone line and Internet/broad band

A sum, to take account of the use of space, lighting, heating and electricity due to working from your home.

1.4 Expenses eligible for retrospective approval may include, but not exclusively:

Purchase of office consumables such as stamps, stationery, printer consumables.

2. TRAINING AND DEVELOPMENT

2.1 The Council shall be responsible for the costs associated with any training and development that it considers necessary. This may include the cost of training and development courses or examinations, and payment of mileage expenses and other expenses in accordance with the Council's expenses policy. Where the Council considers it necessary, individual will be given reasonable paid time off for study.

Adopted:

To be reviewed:

