



# **WILSDEN PARISH COUNCIL**

The Village Hall,  
Wilsden,  
Bradford,  
BD15 0HT.  
West Yorkshire.  
[www.wilsdenparishcouncil.gov.uk](http://www.wilsdenparishcouncil.gov.uk)

## **Expenses Policy**

**NB This policy applies only to employees of the council and not to councillors.**

1. This policy sets out the Council's procedures on how employees can claim for expenses incurred in the performance of their duties for the council. The purpose of the policy is to ensure that employees are properly reimbursed for legitimate business purposes and to ensure that these expenses are treated appropriately for tax purposes.
2. The Council will reimburse you for actual expenditure that is incurred wholly, necessarily and exclusively in connection with authorised duties that you undertake in the course of your employment.
3. All expenses must be authorised before a claim is submitted. Authorisation may be given by full Council or the Chairman.
4. All claims must be accompanied with receipts or other evidence of expenditure and presented within 30 days of the expense being incurred. Council will pay approved expenses into your bank account.
5. Subsistence rates will be reviewed at the start of each council year; the current rates payable are listed in Appendix 1.
6. Any queries relating to claims for expenses should be referred to the Chairman.

## **Appendix 1 Rate of expenses paid for the year 2020 - 2021**

Mileage: NJC rate

Overnight accommodation

Room	£120
Breakfast	£10 (if not included in room charge)
Lunch	£15
Dinner	£20

A daily allowance of £5 per night may be claimed for incidentals; receipts will not be required for this.

Alcohol may not be claimed for under any circumstance.