



Broseley Town Council

MILEAGE ALLOWANCE PAYMENTS POLICY

Introduction

This policy provides guidance on how travelling expenses may be claimed by employees and Town Councillors.

All mileage allowance payments will be paid at the rate of 45p per mile. This amount is not subject to an income tax charge by HMRC.

Mileage Allowance Payments to Employees (MAPs)

Employees may claim mileage when using their own vehicle to commute on Council business. Mileage may be claimed for a return journey from the Town Council office in Broseley to the destination. If the employee is commuting from home on Council business they may claim for the return journey from home to their destination.

All commutes must first be approved by the Town Clerk.

Mileage Allowance Payments to Councillors

Councillors cannot claim mileage for Council business on journeys within the parish boundary but can claim for journeys that take them outside of the parish. Mileage allowance can be claimed for the return journey from a Councillor's home to their destination.

Councillors must provide evidence that their commute is Town Council related before any claim is paid.

Making a Claim

All MAPs must be submitted on the Council's 'Expenses Claim Form' and presented to the RFO for reimbursement.

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