



PEASEDOWN ST. JOHN PARISH COUNCIL EMPLOYEE EXPENSES POLICY

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Peasedown St John Parish Council (The Council) will reimburse staff at NJC rates in force at the time for mileage incurred in the performance of council business (mileage expenses), provided that mileage expenses have been approved by the Clerk/Council.

It is the responsibility of the employee to ensure they have a valid and up to date driving licence, MOT, road tax and insurance cover (to include business use as appropriate) for the vehicle being used by the member of staff. Failure to do so could result in disciplinary action being taken.

Essential car users will receive a payment commensurate with current NJC rates.

The Council will reimburse staff for other actual expenses, which may include overnight accommodation, meals and fares incurred in the performance of Council business provided that they have been approved by the Clerk/Council and receipts produced.

If staff work from home, they may incur other expenses which will be reimbursed provided they have been previously agreed by the Clerk/Council.