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## **Eckington Parish Council Expenses Policy**

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## **Overview and objectives**

This document provides guidelines and establishes procedures for employees and Councillors incurring travel and other expenses while on Council business.

The Council will reimburse all approved and reasonable expenditure incurred in undertaking Council duties. The guidelines enable controlled reimbursement to take place and indicate the evidence and the authorisation required.

The objectives of the policy are to:

- Provide regular reimbursements to employees
- Control costs
- Prevent fraud
- Ensure the company complies with its tax and legal obligations

## **Supporting evidence**

An expense claim must be supported by original receipts, invoices or similar. Credit card items should be accompanied by an itemised receipt giving full details of VAT numbers and amounts.

In order for the Council to claim back VAT, we must have proper original receipts to accompany allowable claims. To meet the HMRC requirements, each receipt or invoice should list:

- VAT registration number
- Description of goods/services supplied
- The total charge, including VAT
- Name and address of supplier
- The date of supply

## **Travel Expenses**

The Council will reimburse mileage at the following rate - Use of Private Car 45p per mile