# TRAVEL & EXPENSES POLICY

**Policy Statement**

No Councillor should be placed at financial disadvantage as a result of travelling whilst performing their work for Pyecombe Parish Council. Equally there should be no financial gain from travelling for work purposes on behalf of Pyecombe Parish Council.

The procedure outlined below should be followed when claiming expenses.

- All travel claims should be supported by dates and purpose of journey.
- Travel expenses to be paid at the current National Joint Council rate of 0.45p per mile.
- Expenses to be claimed monthly at the end of the month in which incurred or at the next Parish Council meeting.
- Expenses for sundry stationery items and postage to be itemised and presented, with receipts, at each PC meeting.