



## Bingham Town Council

### Parish Travel and Subsistence Allowance Policy

#### Travel Expenses

The Council will pay, on request, to both elected and co-opted members allowances in respect of travelling and subsistence, including an allowance in respect of travel by bicycle or other non-motorised form of transport, undertaken or incurred in connection with the performance of any of the following duties:

- The attendance at a meeting or function authorised by the Council (or if urgent, by the Mayor, or in their absence the Deputy Mayor, in consultation with the Town Clerk) which takes place outside of the Bingham boundary. This may include councillor training and development;
- The attendance at a meeting of any association of authorities of which the council is a member, if held outside the Bingham boundary;
- The performance of duties in connection with any formal council processes which require travel outside of the Bingham boundary;
- The carrying out of any other duty outside of the Bingham boundary authorised by the Council (or if urgent authorised by the Mayor, or in their absence the Deputy Mayor, and the Town Clerk).

For any functions authorised in line with above, travel can be authorised for journeys by public transport car, or non-motorised device:

Rates will be paid as follows:

- Bus or rail travel – cost of journey subject to receipt or ticket being provided to the Town Clerk
- Car – the Council will pay for authorised journeys at a rate of £0.45 per mile (HMRC rate)
- Motorbikes - £0.24 per mile (HMRC rate)
- Non-motorised transport (eg: bicycle) – £0.10 per mile (HMRC rate)
- Taxi – where no other form of transport is available and is agreed in advance with the Town Clerk and Mayor

Payment will not normally be paid for travel within the Bingham boundary unless the Town Clerk and Mayor consider that there are extenuating circumstances.

#### Subsistence Allowances

Subsistence will only be paid in respect of an authorised duty outside of the Bingham boundary (see above) and will be paid at the following rates and only on provision of an appropriate receipt:

Breakfast - max £5.00 (£6.00 if purchased in London)

Lunch – max £6.00 (£7.50 if purchased in London)

Dinner – max £10.00 (12.50 if purchased in London)

This Parish Travel and Subsistence Allowance Policy was considered and approved by Bingham Town Council at its meeting on 16 May 2023

Minute Reference: 22