



HORSMONDEN PARISH COUNCIL TRAVEL AND SUBSISTENCE POLICY (adopted 13 April 2026)

Parish Councillors

Parish Councillors are unpaid and do not receive an annual allowance for carrying out council duties. However, Councillors may be reimbursed for travel expenses when on council business outside the Parish of Horsmonden as follows:

Councillors are permitted to claim for authorised journeys only.

Travelling and associated expenses (such as and parking, tolls, congestion charges if relevant) on journeys on Council business (either usage of private vehicle or public transport) to include mileage at current HMRC rate.

Reasonable subsistence payments for refreshments will only be paid when the Councillor is away from home for more than 4 hours, at an authorised event, where no refreshments are included

All claims are to be made promptly to the Clerk (within 1 months of expenditure) and where relevant MUST be accompanied by a receipt for charges and subsistence

Parish Council Employees

Horsmonden Parish Council will reimburse employees for reasonable expenses which are necessary, and exclusively, incurred in connection with Council business.

Employees should not be either financially disadvantaged or advantaged because of genuine Parish Council expenses.

Employees are responsible for the payment of all expenses they incur and expense/ travel claims should be submitted for payment as soon as possible and in any event no later than 1 month after incurring the expenditure unless there are direct settlement arrangements with suppliers in place.

Travel

Travel expenses do not include travel between home and the office unless the employee is recognised as being a 'contractual home-based employee'.

Employees should travel by the most cost-effective mode of transport taking in account of the journey time and the nature of the journey as well as the monetary cost.

Travel by own car/motorcycle

The mileage allowance is set by reference to the HMRC rules on Approved Mileage Allowance Payments (AMAPs), which treat electric cars the same as petrol or diesel vehicles for business mileage. The standard reimbursement rate for using a petrol/diesel/private electric vehicle on council business is 45p per mile for the first 10,000 miles in a financial year, and 25 pence per mile thereafter. Where the Councillor/employee is using their own vehicle they should ensure that the vehicle is in good working order, fully insured, taxed and has a valid MOT.

Costs for tolls, congestion charges and parking will also be considered for reimbursement if considered necessary for travel.

Travel by Taxi

The use of taxis is only permitted in exceptional circumstances, when strictly necessary and where it is cost effective to do so. A receipt should always be obtained.

Travel by Train/Tube/Bus

Tickets should be retained where possible. Where an Oyster card is used evidence should be provided for the additional cost incurred (for example printing off the journey cost provided by the Oyster fare finder). Standard class should be used when travelling by train and where possible booked sufficiently in advance to obtain the best prices.

Overnight Accommodation

Hotel accommodation should be booked in advance at the best possible rate and should be approved by the Council prior to booking. The location of the hotel should be taken into account in regard to cost of taxis etc. and the time required to travel to and from the hotel.

Subsistence – No Overnight Absence

An employee, or Councillor, may claim for meals and beverages up to a maximum of £20.00 per day when travelling on Parish Council business. This is intended to reimburse the employee for additional expenditure as a result of having to travel on Parish Council business.

Personal incidental expenses cannot be claimed where there is no overnight stay.

Subsistence – Overnight Absence

The Council will reimburse reasonable out of pocket expenses incurred by the Councillor/employee when it is necessary to stay away from home overnight on Parish Council business. This will include the following:

- Hotel bills (see above)
- Breakfast (if not included in the hotel costs)
- Lunch, evening meals and beverages – to a maximum of:
- Lunch £10.00
- Evening Meal £20.00
- Beverages £5.00 (does not include the purchase of alcohol)

(please note that only the agreed amount above will be repaid - any expenditure over this amount will not be reimbursed).