

Travel and Subsistence Policy

Introduction

This policy has been written to provide all employees and Parish Councillors with a clear guidance regarding acceptable travel arrangements.

This policy will govern all expenditure relating to Barlow Parish Council.

Before undertaking any kind of travel on behalf of Barlow Parish Council you should consider:

- Using communications as an alternative to travelling (i.e. telephone; e-mails etc)
- Value for money, including time your journey will take you;
- Personal safety, particularly when travelling at night.

By carefully considering your travel options you will support the Environment and considering the greenhouse gas emissions.

This policy includes information on:

- Travelling by private car
- Travelling by rail and other public transport
- Other travel arrangements

Private Car

You may use your own car for travel provided that you have the appropriate insurance for business use.

If a Parish Councillor is travelling to the same destination or event, you should aim to share a vehicle if at all possible.

Parking

You may claim for parking when there is no free parking available at the site of a business event.

Mileage

As with mileage claims, you must claim the agreed amount and ensure that the journey was justified. A mileage claim form must be completed.

Taxi

Taxi travel is very costly and its use should be kept to a minimum. However you may need to use a taxi for Parish Council travel in special circumstances.

Rail

The cheapest rail ticket must be booked; this may be a saver day ticket day return or two single.

BARLOW PARISH COUNCIL

MILEAGE CLAIM FOR

Period for: from:...../...../2015 to/...../2015

Pay ref:

Make and Model of Vehicle:

Date	Nature of Work	Journey to/from	Mileage	Car Parking	Receipt Yes/No
Total					

I certify that the above is a true and accurate record.

..... **Date:**

This form was approved and signed off at the Parish Council Meeting.

Signed: **Date:**