



STOTFOLD TOWN COUNCIL
COUNCILLOR MILEAGE CLAIM POLICY

1. General Principles

- 1.1 It is the policy of Stotfold Town Council to permit its Councillors to claim for mileage incurred for authorised duties.
- 1.2 The term Councillor will be deemed to be defined as a serving Councillor of Stotfold Town Council, and therefore includes co-opted Councillors.

2. Authorised duties

- 2.1 Mileage claims will be paid where Stotfold Town Council has asked a Councillor to attend to represent the Council, and shall include meetings, training, conference/seminars and events outside the Parish boundaries of Stotfold.
- 2.2 Mileage will not be paid where a Councillor attends a meeting, training, conference/seminar or event at their own will, or where it is within the Parish boundaries.

3. Method of travel

- 3.1 Own vehicle mileage will be paid and does not include public transport or other modes of transport.
- 3.2 Where a Councillor uses their own vehicle, they should ensure that the vehicle is in good working order, the correct vehicle insurance is in place, and it is taxed and MOT'd.
- 3.3 Good practice should be applied – car sharing when more than one person is attending.
- 3.4 Claims for parking charges, parking fines/traffic offence penalties and taxi journeys will not be permitted.

4. Mileage rate

- 4.1 Mileage will be paid at 45p per mile, in line with HMRC recommendations, for use of own vehicle, regardless of engine size.

5. Procedure

- 5.1 All mileage claims must be made on the supplied Mileage Claim Form and submitted to the Town Clerk for authorisation.
- 5.2 Claims must be made for the financial year in which they were accrued, back-dating of claims before the current financial year will not be authorised.
- 5.3 Claims should be made on a monthly basis.

- 5.4 The Clerk will check and approve claims and process payments in accordance with Council's payment policy.
- 5.5 Councillors should keep full records of expenses claimed and the reasons the expenses were incurred, so that they can provide appropriate evidence, if requested, to HMRC.
- 5.6 Records of Councillors claims will also be maintained by the Council.

Revision History:

Date Adopted	December 2018
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