

**BURNTWOOD TOWN COUNCIL
MEMBERS AND OFFICERS SUBSISTENCE/MILEAGE POLICY 2009/10
APPROVED 18 JUNE 2009**

1. Recommended Subsistence/Mileage Rates (as at 01 April 2009):

<p>Motor Mileage Rates Not exceeding 451cc 451 – 999cc 1000 – 1199cc Exceeding 1200cc</p> <p>Subsistence Rates* Allowance Period Breakfast (before 11 a.m.) Lunch (between 12 noon and 2 p.m.) Tea (between 3 p.m. and 6 p.m.) Evening Meal (after 7 p.m.) Conference allowance to cover out of pocket expenses (per 24 hour period)</p>	<p>20.0p per mile 42.9p per mile 47.7p per mile 60.1p per mile</p> <p>Maximum Payable £ 5.00 £ 7.50 £ 3.50 £15.00 £25.00</p>
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*The subsistence rates quoted are for periods of four (4) hours or more away from home and cannot be claimed where a meal has been provided free of charge by another authority or body. Receipts **MUST** be produced in respect of all claims.

2. Approved Duties

Members

- Attending conferences, e.g. NALC, SAPC.
- Attending training courses.
- Attending meetings at Lichfield District Council and Staffordshire County Council
- Representing the Council at other events/meetings outside the parish boundary as approved by the Town Council from time to time.

Officers

- Mileage will be paid for all duties undertaken within and outside the parish boundary.
- Attendance at conferences, e.g. NALC, SLCC, SAPC.
- Attending training courses.
- Attending meetings at Lichfield District Council and Staffordshire County Council.
- Representing the Council at other events/meetings within and outside the parish boundary as appropriate to fulfilment of duties and/or as approved by the Town Council from time to time.