

**BURNTWOOD TOWN COUNCIL
MEMBERS AND OFFICERS SUBSISTENCE/MILEAGE POLICY 2017/18**

1. Subsistence/Mileage Rates:

<p>Motor Mileage Rates# All cars and vans</p> <p>Motorbikes</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.) Conference allowance to cover out of pocket expenses (per 24 hour period)</p> <p>Public Transport Reimbursement of public transport fares (2nd class or economy class only)</p>	<p>45p per mile (first 10,000 miles) 25p per mile (over 10,000 miles) 24p per mile</p> <p>Maximum Payable £ 5.00 £ 7.50 £ 3.50 £25.00</p>
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#HMRC Approved Mileage Allowance Payments

*The subsistence rates quoted are for periods of four 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 should be produced in respect of all claims wherever possible.

**May only be claimed where an overnight stay is required and breakfast is not included in the accommodation charge.

2. Approved Duties

Members

- Attending conferences, e.g. National Association of Local Councils (NALC)
- 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
- Reimbursement of travel costs within the parish boundary will be permitted on an individual case basis at the Chief Executive Officer's discretion; exceptional travel costs must be approved by the Leader of the Council **prior** to these being paid.
- The Chairman and Vice-Chairman of the Council are permitted to claim travelling expenses as set out in the "Chairman and Vice-Chairman Advice, Conventions and Procedure document.

Officers

- Mileage will be paid for all duties undertaken within and outside the parish boundary
- Attendance at conferences, e.g. SLCC, NALC
- Attending approved 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