



TAVISTOCK TOWN COUNCIL

**NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP
VOLUNTEER TRAVEL ALLOWANCE/SUBSISTENCE EXPENSES SCHEME**

Tavistock Town Council hereby makes the following scheme for the payment of travelling and subsistence expenses to Members of the Tavistock Neighbourhood Development Plan Steering Group.

A. Travelling Allowance/Expenses

1. Subject to section (D) below the Council will meet Steering Group Members reasonable expenses in respect of eligible travelling undertaken or incurred in connection with the performance of duties necessary for the development and delivery of a Neighbourhood Development Plan for Tavistock.
2. Where a Steering Group Member is suspended or partially suspended from his/her responsibilities or duties any parish travelling and subsistence expenses payable to him/her in respect of the responsibilities or duties from which he/she is suspended or partially suspended may be withheld by the Authority.
3. The Authority may require that where payment of travelling and subsistence expenses have already been made in respect of any period during which the Steering Group Member concerned is: -
 - a) Suspended or partially suspended from their responsibilities or duties; and
 - b) Ceases to be a member of the Steering Group; or
 - c) Is in any other way not entitled to receive the allowance in respect of that activity.

Such part of the allowance as relates to any such period shall be repaid to the Authority.

There are additional allowances available for transporting passengers or travelling by bicycles and motorcycles outside of the Parish as follows:

Passenger carriage	5p per mile
Bicycle rate	20p per mile
Motorcycle rate	24p per mile

For more information go to <https://www.govuk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances>

B. Subsistence Expenses

- 1 Subsistence expenses are available in accordance with section (D) below and for authorised official duties/ conferences that necessarily involve an overnight stay and/or require five or more hours away from the local authority area.
- 2 The rates payable are as follows: -

Breakfast allowance	£5.00*
Lunch allowance	£5.00*
Tea allowance	£3.00
Evening meal allowance	£15.00

*if claimed on the day of outward travel departure must be before 7.00am or 11.00am respectively.

- 3 Subsistence expenses shall only be available where meals are not otherwise provided or included in the event/accommodation arrangements and on production of receipts.

C. Records of Payments

1. The Council will maintain records of the payments made by it to each Steering Group Member of the amounts paid to him or her in respect of travelling and subsistence expenses.
2. Such records shall: -
 - a) Specify the name of the recipient and the amount and nature of payments;
 - b) Be available for inspection on reasonable notice and at no charge, by any local government elector for the area of the Authority; and
 - c) Be supplied in copy to any person who is entitled to inspect a record under Paragraph (b) and who requests a copy and pays to the Authority such reasonable fee as it may determine; and
 - d) As soon as reasonably practicable after the end of a year, the Authority shall arrange for the publication, for a period of at least 14 days, of a notice in a conspicuous place or places in the area of the Authority stating the total sum paid by it in the year to each Steering Group Member in respect of travelling and subsistence expenses.

D. Application and Conditions

The scheme is underpinned by the following requirements:

- Applications for reimbursement of eligible expenses should be made on the appropriate claim form (Appendix 1 refers);
- Travelling allowance will be paid at the rate set by HMRC and represents the maximum above which tax would otherwise become payable;

- Consideration should always be given by claimants to the most economic and efficient means of travel. Where two or more persons are attending the same event there is an expectation that they will travel together;
- When using private transport, the mileage claimed should represent the most practical direct route between the points of departure and destination;
- No claim shall be made where a claim for the same journey/expenditure has already been made, or is to be made, from another body on which the Member serves;
- Rail tickets, conference/training attendance etc and accommodation are to be booked through the Council Office;
- Claims for expenses in relation to Steering Group business must be accompanied by relevant receipts (note - this is a requirement of the dispensation issued to the Council in respect of same from HMRC with regard to travelling and subsistence expenses);
- The reasonable cost of travelling shall be met in respect of authorised travelling beyond but not within the boundary of the Parish;
- the vehicle used, if a private car, shall be appropriately insured by the Steering Group Member for use when conducting Council business;
- To be able to claim allowances/expenses a Steering Group Minute is required approving the costs of attendance in advance, if in doubt, please contact the Town Clerk.
- any claim anticipated to be in excess of £25 needs to be authorised by the Town Clerk following a recommendation from the Steering Group. Claims below that amount may be authorised by the Project Manager following a recommendation from the Steering Group.
- It is the responsibility of each Steering Group Member to ascertain if the receipt of payments might affect their own financial position (such as in relation to tax or the receipt of benefits).