

**Workington Town Council**

Town Hall, Oxford Street, Workington, CA14 2RS

Telephone: 01900 702986

Email: office@workingtontowncouncil.gov.uk

Website: www.workingtontowncouncil.gov.uk

**WORKINGTON TOWN COUNCIL**

**MEMBER TRAVEL EXPENSE POLICY**

**Introduction**

This policy provides clear guidelines for the reimbursement of travel expenses incurred by members of the Council while performing official council duties. The goal is to ensure that members are fairly compensated for travel costs, while maintaining transparency and accountability in public spending.

This policy applies to all members of the Council who incur travel expenses while performing council-related duties, including but not limited to attending meetings, training sessions, site visits, conferences, and other official activities.

**Eligible Expenses**

**Travel by Private Vehicle**
Members may be reimbursed for travel using their own vehicles at the prevailing HM Revenue & Customs mileage rates. Mileage claims should include the total distance travelled and details of routes taken. When using a private vehicle for official council duties, members must ensure that the vehicle is roadworthy, insured for business use, and that they hold a valid driving license.

The current rates for use of private vehicles are as follows:

|  |  |  |
| --- | --- | --- |
| **Mode of transport** | **First 10,000 business miles** | **Each business mile over 10,000** |
| Cars and vans | 45p | 25p |
| Motorcycles | 24p | 24p |
| Bicycles | 20p | 20p |

An additional 5p per passenger per business mile may be claimed for carrying fellow councillors or council employees in a car or van on journeys which are also business journeys.

**Public Transport**
Reimbursement for the use of public transport (train, bus, taxi, etc.) will be made based on the actual cost of tickets or fares, provided receipts are submitted. When traveling by public transport, members should aim to purchase tickets in advance where possible to ensure the best rates. The most cost-effective and efficient mode of public transport should be used in each instance.

**Parking and Toll Fees**
Parking and toll fees incurred during official travel are eligible for reimbursement, provided receipts are submitted. Members should make reasonable efforts to minimise such charges wherever possible.

**Non-Eligible Expenses**

**Personal Travel**
Travel expenses incurred for personal reasons or unrelated to official council duties are not eligible for reimbursement.

**Premium Rate Travel**
Members should choose the most cost-effective and practical mode of transport for their journey. First-class (or equivalent) travel is not reimbursable unless a valid justification is provided (e.g., medical need).

**Claims Procedure**

**Submission of Claims**
Members must submit travel expense claims to the Chief Officer within one calendar month of the date of the incurred expenses. Claims must be accompanied by original receipts or tickets along with any supporting documentation (e.g., mileage logs, booking form). An expense claim form can be found at the end of this policy.

**Approval Process**
All travel expense claims must be submitted for review and approval by the Finance & General Purposes Committee. Approved claims will be included in the Council’s next available payment run.

**Payment**
All travel expenses payments will be made via bank transfer.



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**MEMBER TRAVEL EXPENSE CLAIM FORM**

|  |  |
| --- | --- |
| **NAME** |  |

|  |  |  |
| --- | --- | --- |
| **DATE** | **TRAVEL FROM** | **TRAVEL TO** |
|  |  |  |
| **MODE OF TRANSPORT** |  | **No. OF PASSENGERS** |  |
| **MILES CLAIMED** |  | **AMOUNT CLAIMED** |  |

|  |  |  |
| --- | --- | --- |
| **DATE** | **TRAVEL FROM** | **TRAVEL TO** |
|  |  |  |
| **MODE OF TRANSPORT** |  | **No. OF PASSENGERS** |  |
| **MILES CLAIMED** |  | **AMOUNT CLAIMED** |  |

|  |  |
| --- | --- |
| **Date Reviewed by Chief Officer/RFO** |  |

|  |
| --- |
| **Authorised by Chair of F&GP (or Mayor)** |
| **Signature** |
|  |
| **NAME** |  | **DATE** |  |

**Relevant receipts must be attached to Expense form.**