



- This document sets out Tedburn St Mary Parish Council's approved and agreed practices. Any deviation must be made by resolution of the full Council and recorded below.
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EXPENSES POLICY FOR EMPLOYEES

Tedburn St Mary Parish Council's expenses with regard to any employee are as listed in their contract of employment.

- 1) Mileage expenses are re-imbursed at the NJC rate in force at the time, for mileage incurred on Council business.
- 2) Other expenses, which may include overnight accommodation, meals and fares incurred in the performance of Council business and/or training purposes shall be re-imbursed provided said expenses have been approved by Council, prior to the event taking place.

For Employees' working from home the following expenses may include:-

- 1) purchase or use of office equipment.
- 2) purchase of office consumables.
- 3) connection, rental or use of telephone line and internet/broadband.
- 4) a monthly sum to take into account the use of space, lighting, heating and electricity due to working from home.
- 5) any additional insurance costs due to the employee from using their home as a work place.