Tedburn St Mary Parish Council

Tedburn St Mary Parish Council Expenses Policy

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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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 reimbursed 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.