



PRINCES RISBOROUGH TOWN COUNCIL EXPENSES POLICY

- Councillors will be able to reclaim expenses incurred through the undertaking of activities outside the scope of normal duties when travelling outside of the Parish.
- Councillors should always seek the lowest cost method of transport.
- Where practicable public transport should be used.
- Car mileage will be at the rate of £0.45 per mile.
- Car parking and congestion charges will be paid at cost.
- Councillors should submit an Expenses Claim Form.
- Claim forms must be submitted within 2 months of the expense incurred together with all supporting documents (tickets, receipts, etc)
- All expenses must be agreed by either the Finance Committee of the Full Town Council.

Reviewed and adopted September 2025

Review date: September 2027