**Travel and Expenditure Policy**

1. It is the aim of Baildon Town Council (BTC) that no member or officer will be financially disadvantaged when representing Baildon Town Council.

2. In accordance with the Council’s Procurement and Environmental Stewardship Policy (1314/70), car-sharing should operate whenever several people are travelling to the same destination (i.e. for meetings or training events) and, for longer journeys, use of public transport is encouraged.

3. Officer Expenditure

Officers will be able to claim for expenditure as follows:

* Reimbursement through petty cash of all incidental office expenditure upon production of a receipt.
* Travel and associated expenditure on journeys on Council business outside the Town Council boundaries to include mileage at current HMRC rates.

4. Councillor Expenditure

Councillors will be able to claim for expenditure as follows:

* Where ever possible purchases should be made by officers.
* Where Councillors incur small incidental expenditure up to a maximum of £20 that cannot be pre-purchased by officers and that have been authorised by officers these expenditures should be reimbursed through petty cash on production of legitimate receipts.
* Travel and associated expenditure on journeys on Council business outside the Town Council boundaries to include mileage at current HMRC rates. Claims should be for allowable journeys which have been approved by the Council. All claims should be made on the proper form provided and within one month of the date of travel.