



## Knaresborough Town Council

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### **Travel Expenses Policy**

Members of the Council and Staff can claim travel expenses when on official council business.

Knaresborough Town Council abides by the Inland Revenue rate which at the time of writing this policy is set at £0.45 for Cars & Vans, £0.24 for Motorcycles and £0.20 for Bikes. (*Rate is per mile*).

Members need to complete a travel claim form and return it to the Clerk.

The Clerk has delegated authority to pay travel expenses without bringing each expense claim back to council for approval.

### **Additional Information**

Travel to Bebra is not claimable under this policy.

The Mayor's travel on Mayoral business is not claimable; this should be covered by the Mayoral Allowance.

The Deputy Mayor may claim travel expenses for deputising on Mayoral duties.

Travel expenses may be claimed by councillors on official town council business (e.g. attending planning committee meetings)

Travel within Knaresborough Parish is not claimable. However, when a claimable journey is made, then travel expenses may be claimed for the whole journey (i.e. from home and not from the parish boundary).

Adopted: July 2024  
Review: July 2028