Easebourne Parish Council

Reimbursement Policy

1. Introduction
   1.1. This policy outlines Easebourne Parish Council's procedure for the reimbursement for items paid for by Councillors, Staff and Volunteers while on Council business.
   1.2. Wherever possible, items should be purchased using the usual system of passing an invoice to the Clerk/RFO for addition to the monthly payment run however the Council recognises that on some occasions this is not possible i.e. for online purchases and contracts with telecoms providers who are unwilling to provide for small businesses.
   1.3. This policy shall only apply to Councillors, Volunteers and Staff and shall not extend to any contractors or consultants.
   1.4. All reasonable expenses shall be re-imbursed by the Council.
   1.5. This policy is in addition to and therefore does not replace any part of the Financial Regulations adopted by the Council.

2. How to Make a Reimbursement Claim
   2.1. Receipts and/or invoices should be submitted to the Clerk/RFO for addition to the monthly payment run.
   2.2. Should the Clerk/RFO see fit, they will pay the re-imbursement sooner than this (i.e. if it is over £100 (up to £500 as imposed by the Financial Regulations) or the next Finance Committee meeting is more than a week away) subject to approval from the Chair of the Finance Committee or the Council Chairman.
   2.3. Claims must be made with 12 months of the date that they occur. Claims older than this will not be considered.
   2.4. No re-imbursements will be made without the original receipt/invoice. If the item is liable for VAT then reasonable effort must be made to obtain a VAT invoice so that this can be included in the quarterly claim.
   2.5. Decisions made by the Clerk/RFO and Chairman of the Finance Committee or Chairman of the Council are final.

This policy was approved and adopted by Easebourne Parish Council on 13th November 2024 and the next review will take place in September 2028.

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