

POLICY ON RIMBURSEMENT OF EXPENDITURE AND EXPENSES

A Council Policy on the payment of expenses is required by the Council's auditor.

The Policy is subject to review and renewal by the Council

- 1 Neston Town Council will reimburse its Members and employees expenditure legitimately incurred in the conduct of its business.
- 2 Reimbursement for the authorised purchase of goods, materials and services shall be made to an upper limit of £300.
- 3 Reimbursement of expenses incurred in travelling on authorised Council business, including accommodation and subsistence, shall not exceed limits currently agreed by Cheshire West & Chester Council for reimbursement of its Members.
- 4 Authorisation for all activities or purchases resulting in claims for reimbursement shall normally be required in advance of expenditure being incurred, except in the case of an emergency, by the appropriate line manager, Council Committee or the Council itself.
- 5 This policy will be enacted in accordance with procedures determined by the Council Manager.