



# Astley Village Parish Council

## CLERK EXPENSE/REIMBURSEMENT POLICY

Mileage claims – NJC rate at 0.45p per mile. Reimbursed on claim sheet.

Working from home - in accordance HMRC rates - up to £6pw/£26pm can be paid to an employee working from home by their employer 'tax free'. Council agreed pro rata for 26 hours a monthly sum of £10. Reimbursed on claim sheet.

Laptop subscriptions - all paid for by Clerk, reimbursed on claim sheet.

- Microsoft Office, renewable in April previous cost £59.99
- Norton protection, renewable February last cost £14.99
- Livedrive Cloud, renewable September last cost £20.00

Photocopies claimed at 0.04p plus vat B&W and 0.06p plus vat Colour, all logged on a 'copy' sheet. Reimbursed on claim sheet.

All postage is logged on a 'post' sheet and claimed at cost. Reimbursed on claim sheet.