

**SHOBNALL PARISH COUNCIL
MEMBERS AND OFFICERS SUBSISTENCE/MILEAGE POLICY 2024/25**

1. Subsistence/Mileage Rates:

Motor Mileage Rates[#]	
All cars and vans	45p per mile (first 10,000 miles)
	25p per mile (over 10,000 miles)
Motorbikes	24p per mile
Cycles	20p per mile
Subsistence Rates*	
Allowance Period	Maximum Payable
Breakfast (before 11am)**	£5.00
Lunch (between 12 noon and 2pm)	£7.50
Tea (between 3pm and 6pm)	£3.50
Evening Meal (after 7pm)	£15.00
Conference allowance to cover out of pocket expenses (per 24 hour period)	£25.00
Public Transport	
Reimbursement of public transport fares (2 nd class or economy class only)	

[#]HMRC Approved Mileage Allowance Payments

*The subsistence rates quoted are for periods of four hours or more away from home and cannot be claimed where a meal has been provided free of charge by another authority or body. Receipts should be produced in respect of all claims wherever possible.

**May only be claimed where an overnight stay is required and breakfast is not included in the accommodation charge.

2. Approved Duties

Members

- Attending conferences, e.g. National Association of Local Councils (NALC)
- Attending training courses
- Attending meetings at East Staffordshire Borough Council and Staffordshire County Council
- Representing the council at other events/meetings outside the parish boundary as approved by the parish council from time to time

Officers

- Mileage will be paid for all duties undertaken within and outside the parish boundary (except for attendance at scheduled parish council meetings)
- Attendance at conferences, e.g. SLCC, NALC
- Attending approved training courses
- Attending meetings at East Staffordshire Borough Council and Staffordshire County Council
- Representing the Council at other events/meetings within and outside the parish boundary as appropriate to fulfilment of duties and/or as approved by the parish council from time to time