



Mileage Policy

Staff cannot claim mileage for travelling to and from their main place of work.

During office hours, all employees can claim mileage for carrying out duties and activities of the Parish Council (e.g. site meetings, training, going to the bank and playground monitor).

Out of hours, staff cannot claim mileage for travelling to and from meetings held at the main place of work.

Mileage can be claimed by staff, from their home address, when required to attend community meetings and/or events held at locations in the parish that are not the main place of work.