

Cyngor Cymuned Eglwys Bach

Polisi Ad-dalu Treuliau

Pwrrpas y policy hwn

Pwrrpas y polisi hwn yw amlinellu'r lwfansau teithio a chynhaliaeth sy'n daladwy i Gynghorwyr a gweithwyr sy'n mynd i gostau ychwanegol wrth ymgymryd â'u gwaith.

Os oes rhaid i Gynghorydd fynychu digwyddiad neu weithiwr adael ei fan gweithio arferol i ymgymryd â dyletswyddau a fynnir gan y Cyngor, mae ganddo'r hawl i ad-daliad o dreuliau teithio a chynhaliaeth priodol.

Egwyddorion Allweddol

Rhaid i bob digwyddiad/taith ple disgwylir ad-daliad treuliau gael eu gymeradwyo yn gyntaf mewn cyfarfod o'r Cyngor o flaen llaw, neu gan y Cadeirydd os na fydd amser cyn y cyfarfod arferol nesaf.

Dylid ystyried y dull teithio sydd mwyaf ymarferol a chost effeithiol ar gyfer y daith, fel cludiant cyhoeddus; neu eu cerbyd eu hunain.

Os yw dau gynghorydd/swyddog neu ragor yn teithio mewn cerbyd preifat i'r un cyrchfan, rhaid iddynt drefnu i deithio gyda'i gilydd onid oes rheswm da i beidio â gwneud hynny.

Ceidw Cyngor Cymuned Eglwys Bach yr hawl i wrthod cwrdd â hawliadau cyfan neu ran ohonynt ar gyfer treuliau afresymol, neu dreuliau y gellid fod wedi'u hosgoi pe bai'r daith wedi'i chynllunio'n well.

Treuliau Personol y Gellir eu Had-dalu – Y symiau uchaf sy'n daladwy

Treuliau Prydau

Brecwast	£6	
Cinio	£6	
Swper		£20

Llety Gwesty (y noson)

Gwesty (Gwely a Brecwast)	£100
Gwesty (Gwely a Brecwast)	£130 (Llundain – o fewn cylch y M25) (Caerdydd – Canol y Ddinas)

Llety gyda Ffrindiau neu Berthnasau	£25
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Mân Dreuliau (aros dros nos yn unig)

£15 y noson

Cyfraddau milltiroedd cyfartalog

O 2011 hyd yma	O 10,000 milltir fusnes yn y flwyddyn dreth	Pob milltir fusnes dros 10,000 yn y flwyddyn dreth
Ceir a faniau	45p	25p
Beiciau modur	24p	24p
Beiciau	20p	20p

Treuliau Teithio ar gyfer Cynadleddau/Cyrsiau Hyfforddi

Telir treuliau teithio ar gyfer cynadleddau, hyfforddiant proffesiynol, astudio rhan amser, a chysiau hyfforddi yn ôl y cyfraddau a ganlyn:

- (i) Tocynnau cludiant cyhoeddus
- (ii) 18.8c y filltir os hawlir milltiroedd.

Dyddiad Cymeradwyo:

Dyddiad adolygiad nesaf:

Cadeirydd.....

Dyddiad.....

Clerc.....

Dyddiad.....

Eglwys Bach Community Council

Reimbursement of Expenses Policy

Purpose of this policy

The purpose of this policy is to outline the travel and subsistence allowances payable to Councillors and employees who incur additional expense in the course of their work.

If a Councillor has to attend an event or an employee has to leave their normal place of work to undertake duties required by the Council they are entitled to be reimbursed appropriate travelling and subsistence expenses.

Key Principles

All activities/ journeys where allowances are to be paid must be authorised before hand in a meeting of the Council or by the Chairperson if there is no time before the next usual meeting.

All modes of transport available should be considered and use the most practical and cost effective for the journey such as public transport or own vehicle.

If two or more councillors/officers are traveling via private vehicle to the same destination, they must arrange to travel together unless there is good reason not to do so.

Eglwys Bach Community Council reserves the right to refuse to meet the whole or part of claims in respect of unreasonable expenses or expenses which could have been avoided had the journey been better planned.

Reimbursable Personal Expenses - Maximum amounts payable

Meal Expenses

Breakfast	£6
Lunch	£6
Dinner	£20

Hotel Accommodation (per night)

Hotel (Bed and Breakfast) £100

Hotel (Bed and Breakfast) £130 (London – within the M25 circle)
(Cardiff – City Centre)

Accommodation with Friends or Relatives £25

Incidental Expenses (overnight stays only)

£15 per night

Approved mileage rates

From 2011 to date	From 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

Travel Expenses for Conferences/Training Courses

Travelling expenses will be paid for conferences, professional training, part-time study, and training courses at the following rates:

- (i) Public transport fares
- (ii) 18.8p per mile if mileage is claimed.

Approval Date:

Date of next review:

Chairperson.....

Date.....

Clerk.....

Date.....