

## **South Ayrshire Integration Joint Board**

### **Policy on expenses**

#### **Introduction**

Individuals discharging their duties in relation to the Integration Joint Board (IJB) including the Strategic Planning Advisory Group (SPAG) and Locality Planning Groups (LPG) will from time to time incur expenses in performing their duties. A policy has been developed to ensure that members are fairly reimbursed for expenditure necessarily incurred in performing their duties.

The policy applies only to representative members, who are not already covered by the expenses policies of NHS Ayrshire & Arran or South Ayrshire Council. Members of the IJB, SPAG and LPG who are NHS Board members, South Ayrshire Council elected members or employees of either organisation will continue to claim business expenses in accordance with the policy of their respective organisations. To qualify for reimbursement, expenses must be incurred wholly, exclusively and necessarily in the performance of the Board members duties and must be supported by receipts.

#### **Types of expenditure that may be claimed:-**

##### **Travel expenses**

Travel expenses will be reimbursed subject to the mode of travel being the most economical and efficient in view of all the circumstances. Where a journey involves more than one member, car sharing should always be considered.

Vehicle mileage will be reimbursed at the HMRC rate in force at the time when the expenditure was incurred (currently 45p per mile). Prior to claiming mileage for the first time and annually thereafter members will have to demonstrate that they hold a valid driving licence and motor insurance covering business travel. Travel by motorcycle is reimbursed at 24p per mile. Mileage claims must be accompanied by a VAT receipt for fuel sufficient to cover the miles claimed. The VAT receipt must be dated before the first journey claimed.

Travel by public transport on the business of the group that they are a member of will normally be booked on the IJB, SPAG and LPG member's behalf. Where the IJB, SPAG and LPG member makes his or her own transport arrangements reimbursement will be made for standard class travel only.

##### **Parking and Other Fees**

Parking charges will be reimbursed on production of the appropriate receipts. Parking fines or similar penalties will not be reimbursed.

## **Subsistence**

When travelling outside Ayrshire on IJB, SPAG and LPG business and meals are not provided; IJB, SPAG and LPG members may claim the actual cost of meals purchased up to the maximum amount allowed, as follows:

Breakfast	£4.50
Lunch	£6.00
Dinner	£8.00

Receipts must be provided for all expenditure incurred.

Inflation – rates will increase with inflation.

## **Support for Carers**

Carer representatives who need support for their caring responsibilities in order to participate in the business of the IJB, SPAG and LPG will be invited to discuss their needs with the relevant Head or Service so that appropriate support can be provided.

## **Loss of Earnings**

Loss of earnings incurred while attending meetings of the IJB, SPAG and LPG will be reimbursed on production of satisfactory evidence of the amount lost.

## **Claiming Expenses**

Expenses should be claimed monthly using the standard claim form, which will be supplied to all members covered by this policy. Claims delayed by more than three months will not normally be paid. Receipts should be attached and the completed claim form sent for the attention of the manager for authorisation.

## Volunteering 'Out of Pocket' Expense Claim Form

All expenditure must be agreed in advance and receipts attached to this form, where applicable.

### Claimant Details

Claimant name: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_ Telephone no.: \_\_\_\_\_ Base (if relevant): \_\_\_\_\_

xx contact person: \_\_\_\_\_ Designation: \_\_\_\_\_ Telephone no.: \_\_\_\_\_

### Details of claim

date	journey details (starting point to finishing point) and reason for journey (meeting, event etc.) Please also state if using motorcycle or bicycle	Passengers	car mileage	travel fares £	other expenses details (carer costs, childcare, hotel, meals etc.)	Other expenses £
<b>For official use only</b> Sub-totals:			0	0	0	£

**Claimant:** I declare that the expenses claimed above have been incurred by me and that reimbursement has not or will not be made to me by any other public or charitable funds in respect of this claim.

**Signed :** \_\_\_\_\_

**Date** \_\_\_\_\_

FOR OFFICIAL USE ONLY

Verified by (**named contact**) :

payment agreed by (**budget holder**): \_\_\_\_\_ date: \_\_\_\_\_

Cost centre: \_\_\_\_\_

Account Code: **Finance Department**: claim checked by: \_\_\_\_\_ date approved: \_\_\_\_\_

**For payment send form to:**

## Bank Details Form for payment of Volunteers Expenses through BACS

Please complete this form using **BLOCK CAPITALS**

<b>Name:</b>	Title: _____
	Forename: _____
	Surname: _____
<b>Home address:</b>	_____
	Postcode: _____
<b>Bank/building society name:</b>	_____
<b>Bank/building society address:</b>	_____
	Postcode: _____
<b>Account details:</b>	Sort/swift code: _____
	Account number: _____
	Roll number: _____
<b>Communication:</b>	Home telephone number: _____
	Email address: _____

Volunteer signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to: \_\_\_\_\_

Postal address: \_\_\_\_\_