



Cumbria LINK Participant Expenses Policy and Guidance

Contents

	Page
1 Introduction	3
2 Rail	4
3 Bus	4
4 Underground	4
5 Taxi	4
6 Private Cars, Motorcycles and Bicycles	4/5
7 Subsistence and Incidental Expenses	6
8 Carer's costs	6
9 Completing the Expense Claim Form	7
10 Submission and Authorisation of Expense Claims	7
11 Payment of Expense Claims	8
Appendix 1 Blank Expenses Claim Form	9

1 Introduction

As a participant of the LINK you may need to incur expenses in carrying out your role. Cumbria CVS, in supporting the LINK, wants to make sure that, whatever your situation, you will be able to be involved and participate.

The expenses that you incur will depend on your personal circumstances and what you do as a participant of the LINK. This document provides guidance on what expenses you can claim while attending LINK meetings and undertaking LINK business and how expenses will be paid. This guidance applies only to LINK participants and to members of a committee or joint committee set up by the LINK.

Should you have a special need that requires you to be accompanied by a personal assistant or by a carer, you may claim travel and associated costs for them in accordance with the guidance set out in this document and with the agreement of your Forum Support Organisation.

The Cumbria LINK has a responsibility to ensure that it accounts for the resources it is given and that they are used for the purpose provided. We want the process for claiming expenses to be as straightforward as possible for you, while ensuring that we meet our other responsibilities.

All expenditure, for which you will later seek re-imburement, must be actually and necessarily incurred by you solely on attending LINK meetings and undertaking LINK business. Where costs are already being incurred (e.g. telephone line rental), the LINK will not reimburse these costs, but claims to reimburse the incremental cost of use for LINK business may be made (e.g. telephone calls). In claiming reimbursement, you must be able to show that it was reasonable in the circumstances for you to incur the expenditure and that the re-imburement sought accords with this *Expenses Guidance* and with your LINK work-plan. The LINK Support Officers and the Cumbria CVS will monitor and review expenses claimed. If you have a doubt about whether any costs will not be considered reasonable, please contact your LINK Support Officers before you incur them. Similarly, if you have a question about expenses or are unsure about how to claim, please contact the LINK Support Officers.

This *Expenses Guidance* and the *Expenses Claim Form* will be available from the LINK Support Officers.

This *Expenses Guidance* and the process of reimbursing expenses will be regularly reviewed. In the first instance it will be piloted for six months when it will be reviewed taking into account feedback from the LINK and LINK Support Officers.

2 Rail

You may claim the cost of a standard class ticket. If you can book your journey in advance or can travel outside peak hours you should aim to use the cheapest standard class ticket available, (e.g. saver and other advanced purchased tickets).

You should request a receipt for the cost of the ticket and attach this (with your used tickets, if not collected) to your *Expense Claim Form*.

If you have any special needs relating to, or have a query about, claiming for rail travel, please contact your LINK Support Officers.

3 Bus

You may claim the cost of the fare.

You should retain the ticket and attach this to your *Expense Claim Form*.

If you have any special needs relating to, or have a query about, claiming for bus travel, please contact your LINK Support Officers.

4 Underground

You may claim the cost of the fare.

As generally, you can not retain the ticket, you should note the stations travelled from and to on your *Expense Claim Form*.

If you have any special needs relating to, or have a query about, claiming for underground travel, please contact your LINK Support Officers.

5 Taxi

Wherever possible you should use public transport for short journeys. If this is impractical (e.g. if public transport does not operate at a suitable time etc) and you need to use a taxi, you should discuss your need with your LINK Support Officers. Some members may not be able to travel on public transport. If you are not able to travel on public transport and want to claim for travel by taxi, please contact the LINK Support Officers.

Where LINK Support Officers have made arrangements with a local taxi firm, the cost of the taxi may be charged to the LINK Support Organisation. If you pay the taxi fare yourself, you should request a receipt for the fare and attach this to your *Expense Claim Form*.

6 Private Cars, Motorcycles and Bicycles

If you use your car or motorcycle on LINK business you must ensure your motor insurance covers voluntary work. You will be asked to provide this confirmation (and that you hold a

valid driving licence, and that your car/motorcycle has a valid tax disc and MOT certificate (if required)) when claiming re-imbusement.

Please note that any loss or damage caused while using your own car or motorcycle for LINK business should be covered by your insurance and breakdown cover.

Cumbria CVS will reimburse the cost of parking for Cumbria LINK Members when on Cumbria LINK business.

Cumbria LINK will not reimburse the costs of any penalty imposed under the Road Traffic Acts (e.g. using a mobile phone while driving, speeding), or any associated expenses. Parking fines or clamping charges will not be reimbursed.

Where you use your own car or motorcycle, costs will be reimbursed at a Public Transport Rate as used by central and local government and other public and voluntary bodies. The Public Transport Rate reimburses incremental cost and the rate offered by Cumbria LINK is sufficient to cover average running costs and insurance, road tax and breakdown cover without the risk that the reimbursement rate could be seen to be profitable by the Inland Revenue or by insurance providers. Running costs include fuel, oil, tyres, servicing, repairs and replacements and tolls. They do not include the standing costs of car ownership such as insurance, road tax, breakdown cover, depreciation and the cost of finance. The mileage rate paid by Cumbria CVS includes an element for insurance, road tax and breakdown cover assuming these costs are spread over 10,000 miles a year. For more information on average running costs visit the AA website at www.theaa.com.

Mileage Rates:

Car	40p
Motorcycle	40p
Bicycle	12p

You may claim mileage to attend a LINK meeting and to undertake LINK business in accordance with your LINK's work-plan.

You should claim reimbursement of mileage on an *Expense Claim Form*, recording the mileage and the details of the journey to be reimbursed.

If you have any special needs relating to, or have a query about claiming for travel by car, motorcycle or bicycle please contact your LINK Support Officers.

7 Subsistence and Incidental Expenses

You may claim the actual cost of meals and/or refreshments up to a maximum of £5 for any one claim where you:

- travel/attend meetings/visits on LINK business in accordance with your LINK's work-plan; and
- where the meeting/visit exceeds 4 hours; and
- where the expenditure is not met directly by the meeting organiser/organisation being visited (e.g. where lunch is provided); and
- where you necessarily incur additional expenditure.

You should attach the receipt for subsistence to your *Expense Claim Form*.

Incidental expenditure incurred when engaged on LINK business may or may not be claimable:

- allowable incidental expenditure for example may include postage, stationery, and the incremental costs of phone calls etc required for LINK business (in accordance with your LINK's work-plan and agreed in advance with your LINK Support Officers);

Claims for incidental expenditure should be made on an *Expense Claim Form*. You should provide invoices or receipts to support the claim.

Allowable expenditure relates to expenditure whose extent and purpose accords with Inland Revenue guidance.

If you have any special needs relating to, or have a query about claiming for subsistence or incidental expenses, please contact your LINK Support Officers.

8 Carer's costs

You may claim reimbursement for carer's costs to attend a LINK meeting or undertake LINK business for children aged 16 or under, or for other dependants where there is medical or social services evidence that care is required.

To allow for essential travelling time, you may claim payment for periods starting up to a maximum of one hour before the time at which the LINK meeting or the LINK business starts and ending up to one hour after it finishes.

The maximum allowance payable is £7.50 per hour or £30 for any one claim.

You may not claim for care provided by a member of your household or by a person who under 16, nor if care is provided by or is available from another organisation (e.g. social services).

Your LINK Support Team may be able to assist you arrange care if needed. Where you arrange care yourself, the LINK Support Team can not be responsible for what might happen as a result of those arrangements.

You should claim for carer support on an *Expense Claim Form*. You should provide an invoice or a receipt to support the claim together with details of the reason for the claim and medical or social services evidence that care is required.

In reimbursing carer expenses, the LINK wishes to avoid these being seen by the Inland Revenue as taxable income or by Social Security and Social Services as income which could affect benefits. Should a tax liability arise or a benefit be reduced or withdrawn however, the liability to pay the tax arising or appeal against the benefit reduction or withdrawal is the responsibility of the LINK Member.

If you have any special needs relating to, or have a query about making arrangements for carer support or for claiming for expenses, please contact your LINK Support Team.

9 Completing the Expense Claim Form

Please ensure you claim within 2 months of the date on which the expense was incurred. **Cumbria LINK won't be able to reimburse expenses if claims are not made within this time.**

Claims should be supported by an itemised invoice or receipt. A switch or visa transaction slip that does not itemise the expense claimed, is not a sufficient receipt.

In signing and dating the claim you are certifying:

- that you actually and necessarily incurred the expenses charged solely on LINK business;
- that the journeys detailed in the claim were necessarily made in the performance of your LINK duties;
- that it was reasonable in the circumstances for you to incur the expenditure and that the expenses claimed accords with this *Expenses Guidance* and your LINK's work-plan;
- that you have not received any reimbursement from another source for the expenses claimed.

Please ensure you provide the information requested for each claim and that you fully and accurately complete the *Expenses Claim Form*. If you do not, this will delay payment or may result in a payment not being made.

If you are unsure about how to claim, please contact your LINK Support Officers.

10 Submission and Authorisation of Expense Claims

LINK participants should submit their claim to their LINK Support Officers for authorisation.

In authorising payment, the LINK Support Officers confirm:

- that the entries and calculation of the claim have been checked for accuracy and that they are in accordance with the principles and policy set out in this *Expenses Guidance*;
- that to the best of the authoriser's knowledge, the journeys and items for which expenses are claimed were necessarily and exclusively incurred for LINK business and were so arranged to ensure value for money.

A LINK Support Officer or the Cumbria CVS may seek explanations for expense claims. If the LINK Support Officer determines that expenditure was not reasonable and/or does not accord with the *Expenses Guidance*, the LINK Support Officer may decline to authorise a claim, may partially authorise a claim or may substitute the cost of what would have been reasonable in the circumstances. If the Cumbria CVS determines that expenditure was not reasonable and/or does not accord with the *Expenses Guidance*, the Cumbria CVS may seek full or partial repayment or deduct the sum involved from future claims. Reasons will be given if a claim is not authorised or a figure is substituted in place of the sum claimed.

Please note that the Cumbria CVS auditors may request details from you of claims you make.

If you have a doubt about whether expenditure will not be considered reasonable, please contact LINK Support Officers at Carlisle CVS on 01228 512513 before it is incurred.

11 Payment of Expense Claims

A LINK Support Officer may settle reasonable authorised claims in cash. But these must be arranged in advance with a Support Officer

Claims will normally be paid directly to you in the form of a cheque by Cumbria CVS.

If you have a query about payment arrangements for expenses please contact LINK Support Officers at the Carlisle office of Cumbria CVS on 01228 512513.