

Gloucestershire Local Involvement Networks (LINKs) Expenses Policy

MISSION

The Gloucestershire LINK will help influence, improve or change the way local Health & Social Care services are planned and delivered

The Gloucestershire LINK is a network of local people, groups and community organisations who want to help shape health and social care services commissioned and provided in Gloucestershire. It is a mechanism for gathering the views of people throughout Gloucestershire communities so that these views can be made known to health and social care commissioners and providers. The Gloucestershire LINK aims to be inclusive and will not discriminate on the grounds of the protected characteristics as defined in the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. The Gloucestershire LINK has statutory duties and powers and will act in accordance with the Local Government and Public Involvement in Health Act 2007.

All LINK members are expected to adhere to this policy and any breach will be reported to the Chair of the Stewardship Board. The matter will then be investigated by the Chair and the HOST in accordance with the Code of Conduct policy.

All LINK members will be reimbursed for out-of-pocket expenses incurred in the course of undertaking authorised work on behalf of the LINK. Where an individual is representing an organisation, it is the organisation which makes the claim. The Gloucestershire LINK will not pay expenses to those individuals who must claim through their work or organisation.

LINK Members can only claim for actual costs such as:

- Travel and other related expenses towards attendance at meetings as arranged by the Host
- Activities in direct relation to LINK, such as training, conferences and events as specifically authorised by the Stewardship Board and /or the Host

- Travel and other related expenses towards attendance at public meetings as a LINK representative as specifically authorised by the Stewardship Board and /or the Host
- Caring responsibilities
- Child care responsibilities

Cars and Motorcycles

- LINK members will use their own personal car or motorcycle for LINK business
- LINK members must have valid motor insurance that covers volunteering activity
- LINK members must have a valid driving licence, road fund licence and MOT if appropriate.
- The Host will not cover the cost of fines or penalties incurred by LINK members on LINK business
- The Host will not cover the cost of damages to private vehicles of any description.
- LINK Members on authorised LINK business will be repaid expenses in accordance with the Inland Revenue's approved mileage rates

For 2010-11 these are:

	First 10,000 miles claimed in the tax year	Each mile over 10,000 in the tax year
Car	40ppm	25ppm
Motorcycle	24ppm	24ppm
Bicycle	10ppm	10ppm
For each passenger	5ppm	5ppm

Bus

- LINK Members who use public buses will be reimbursed for the cost of the fare as paid
- LINK Members who require the assistance of a carer to accompany them will be reimbursed for the cost of the fare as paid

Train

- LINK Members who use the train will claim the cost of the fare as paid
- LINK Members who require the assistance of a carer to accompany them will claim the cost of the fare as paid
- LINK Members will be reimbursed for standard class tickets only. Where possible travel should be off peak and booked in advance

Taxi

- The use of taxis is for people with physical access issues and where public transport or private transport is not available
- The use of taxis must be agreed with and arranged by the Host in advance
- Sharing of taxis where appropriate will be expected

Parking

- LINK Members using their own personal private car or motorcycle for LINK activities can claim the cost of car parking tickets (*in full*)

Carer Expenses

- Prior agreement from the Host is required for all Carers' costs. These will be paid direct to the Carer up to a maximum of £15.00 per hour
- The Carer expenses form must be completed, signed and submitted to the Host along with an invoice from the person, organisation or agency providing the care

Childcare Expenses

- LINK Members will claim childcare costs following a prior agreement from the Host. The Carer expenses form must be completed, signed and submitted to the Host along with an invoice from the person, organisation or agency providing the care

Claiming Expenses

- Expenses must be claimed **within three months** of being incurred. Any claim submitted after this will NOT be paid
- All expenses must be claimed using the approved LINK Expenses form
- Claimants must ensure all the information provided is accurate and honest
- Organisations or groups with LINK representatives can claim the relevant expenses from the Gloucestershire LINK
- All claims, except mileage, must be supported by an invoice or receipt
- Unauthorised activity will not be reimbursed
- A participant cannot claim for care that is:
 - a) Provided by a member of their household
 - b) Provided by a person who is under 16; or
 - c) Provided by, or available through other arrangements at no cost

Submission Claim

- LINK Members will forward their LINK Expense form to the Gloucestershire LINK Co-ordinator by the 4th day of the following month, except at the end of the financial year, when the form will need to be received by 31st March. Late submissions will be deferred until the following month
- The preferred method of payment is by BACS. A BACS form can be obtained from the LINK Co-ordinator
- The LINK Co-ordinator will check the claim before authorising payment. Any queries arising from the claim may delay payment

Payment of Expenses

- Payments will be made within twenty working days of the claim being received by the Host, or earlier if possible.
- The LINK Co-ordinator will advise claimants when the BACS payment has been made.