

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: age, culture, disability, gender, race, religion and belief, 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. The Gloucestershire LINK will not reimburse expenses for those individuals who already 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 authorised by the Stewardship Board and /or the HOST
- Travelling and other related expenses towards attendance at public meetings as a LINK representative as 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 car or motorcycles, which should be covered by the members own insurance and breakdown cover
- LINK Members on authorised LINK business will be repaid expenses in accordance with the Inland Revenue's approved mileage rates
For 2009-10 these are:

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

Bus

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

Train

- LINK Members who use the train will claim the cost of the fare in full
- LINK Members who require the assistance of a carer to accompany them will claim the cost of the fare in full
- 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 must be discussed with the Host in advance

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 £12.50 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

- All expenses must be claimed using the approved LINK Expenses form
- Original receipts or invoices will be attached wherever possible
- Claimants must ensure all the information provided is accurate and honest
- Expenses must be claimed within three months of being incurred. Any claim submitted after this will not be paid
- Organisations or groups with LINK representatives can claim the relevant expenses from the Gloucestershire LINK. The individual should claim in the usual way from their organisation or group
- 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) Already provided by, or paid for by another organisation

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 Gloucestershire LINK Worker will check the information and payment will be authorised.
- If required, a BACS form can be obtained from the LINK worker.
- The HOST has the right to query the information provided on the LINK Expense form which may delay the 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.