

REIMBURSEMENT OF EXPENSES

Appendix 10

Any queries related to this policy should be addressed to the LINK Development Manager.

Introduction

From time to time, Executive Committee Members and/or Participants may be required to attend events, meeting or training courses on behalf of the LINK. Such attendance may incur the expense of travelling on public transport or by private car. LINK undertakes to reimburse all such approved expenses.

Any expenses incurred should where possible, be approved in advance by either the LINK Executive Committee or by the Host and receipts should be retained for any such expenses.

The Host is ultimately responsible to their management and to Greenwich Council to oversee all expenditure.

Transport

If travelling by rail, it must be born in mind that LINK will reimburse only the cost of a standard ticket and the traveller must ensure that they use the cheapest ticket available.

In the event of the traveller topping up an Oyster card, a receipt should be attached to the claim form together with the details of the journey taken.

If using your own transport on behalf of the LINK, the LINK will not normally pay the cost of fines or other penalties that you may incur.

Car expenses will be paid at the Inland Revenue's approved mileage rates

	First 10,000 miles claimed in the tax year	Each mile over 10,000 miles in the tax year
Car	40p	25p
Motorcycle	24p	24p
Bicycle	10p	10p
For each passenger	2p	2p

Other expenses

Subsistence and incidental expenses incurred may not be reclaimable. Please check with the Development Manager or Chair of the LINK before incurring such expenditure.

Child care and carers' cost to a maximum of £10 per hour must be approved in advance by the Development Manager or Chair of the LINK. A receipt will be required.

If you have a special need that involved the services of a carer or personal assistant, you may have associated costs involved in your claim. This must be approved, in advance, by either the Host or the Executive Committee.

Telephone calls incurred upon such visitations or events may be claimed for, but this must be cleared with the Development Manager or Chair of LINK prior to such visits.

Claims for stationery, including ink cartridges for printer etc., may be made on the official claims form and wherever possible invoices and receipts must be produced to support such claims.

Invoices and receipts

Should you not be able to produce such evidence as required, you must place a note with your claim form giving the reason for your claim. Final approval of such expenditure will rest with the Development Manager or Chair of the LINK.

Payment

All claim forms should be submitted to the Host within a month and will be ratified by the Development Manager. Your claim, where possible, will be settled by payment in cash, up to £30.00.