

**EXPENSES POLICY**

# PURPOSE

To provide a policy whereby LPC members will be reimbursed for actual expenditure incurred wholly, exclusively and necessarily in the course of LPC business activities, travel, meetings and entertainment provided that such expenses were approved in accordance with the requirements of the policy.

# 1. INTRODUCTION

This document sets out in detail the Lincolnshire LPC expenses policy that is to be applied from the 1st of the month following its introduction. The LPC will reimburses members and employees for reasonable business expenses incurred on the LPC’s behalf whilst they are engaged in authorised business or training activities provided they fall within the limits set by this policy. It is our intention that members should neither gain nor lose financially as a result of incurring expenses on LPC business. LPC members are subject to HM Revenue and Customs rules and guidelines as to what is allowable as a business expense. It is therefore important that all claims adhere strictly to the policy.

Expenses defined as ‘reasonable’ are those that are cost effective when weighed against the purpose of the business activity. Members are responsible for the settlement of any business expenses incurred and for reclaiming these costs through the process set out in this document. Any breach of this policy will be referred to the Committee for consideration.

# 2. ATTENDANCE AT CONFERENCES/TRAINING ON BEHALF OF THE LPC

Members’ requests to attend training/conferences on behalf of the LPC must be approved in advance by a full meeting of the committee. If the schedule of meetings does not allow for this, applications must be approved by a panel comprising of a minimum of two persons that include the Chair, the Vice Chair, Governance Lead and/or the Treasurer. That approval must be reported back to the next meeting to be minuted.

# 3. SUBMISSION OF CLAIMS FOR REIMBURSEMENT

 **3.1 Members & Employees are expected to:**

* Submit claims within three months of the expenditure. All claims in any one financial year should be submitted within 6 days of that year end.
* Send expenses claims, and claims for backfill, by email as follows:

Email Title: Expenses Claim <NAME> FAO The Administrator

Email address info@pharmacylincolnshire.org

* Provide original invoices, receipts or itemised bills to support all expense claims.
* Submit claims on forms which are clear, understandable and auditable and in a format which is acceptable to the Treasurer.
* Should any of the above not be satisfied, we reserve the right to withhold payment
* Postal claims will not be accepted without prior authorisation and then only in specific and limited circumstances

 **3.2 Authorisation/ limits:**

* Single items of expenditure or activity exceeding £500 should be cleared with the Committee in advance.
* Claims for locum backfill expenses for LPC meetings should be no more than £240 for a full day, or £120 for a half day. Claims exceeding this to be evidenced by a copy of the locum invoice.

 **3.3 Payment:**

* Expenses will be paid via BACS, and in exceptional circumstances, via a cheque
* A claim for expenses will normally be processed for payment within 28 days.

# 4. EXPENSES CLAIM ALLOWED

 **4.1 Locum Expenses:**

If a locum has been employed to cover for a LPC member whilst he/she is attending an event on behalf of the LPC, the fee for employing this locum can be reclaimed by the member’s employing organisation from the LPC upon the submission of an expenses claim form and/or invoice to the Treasurer. The claim should reflect the actual cost incurred and should not exceed the amounts as above unless previously agreed. Evidence to support the claim may be requested. There will be no personal tax implications for situations such as these.

If an LPC member is attending an event on behalf of the LPC on a working day all backfill costs will be paid to the company.

If an LPC member is attending an event on behalf of the LPC on his/her day off then this time may be claimed from the LPC at a rate of £30.00 per hour up to a maximum of £240 per day and paid to the member, who will be processed via our LPC PAYE procedures. This must be agreed prior to performing any duties on behalf of the LPC. Alternatively, the member may opt to claim the hours via his/her employer as an additional working day and reimbursement will be made to the company at locum rates.

Any payments to an individual will be deemed as income and regarded as work done for the LPC. As such, the LPC member must provide the treasurer with a detailed timesheet, outlining the number of hours worked in the working day.

 **4.2 Travel/ Transport:**

* Private vehicle: mileage is paid at the prevailing rates set by the H M Revenue and Customs. Currently, that rate is £0.45/mile for the first 10,000 miles irrespective of engine size, and for every mile after 10,000 miles will be paid at £0.25/mile. Any other travel should be by the most cost-efficient means e.g. standard class rail fares, unless with prior agreement of the Treasurer (for example if advance first class is more cost-effective than second class, or if travelling with an MP for example where standard class is not appropriate). Pedal Cycle: mileage is paid at 20p per mile. This is paid directly to the committee member as a gross payment, unless the member claims via their employer as part of the process for claiming backfill.
* Mileage for employees of the LPC is paid at the same rate. Claims should reflect the miles travelled from the agreed base of work to the corresponding venue. Payment will only be made upon the production of an expenses form with documented evidence of expenses such as toll receipts etc.

 **4.3 Parking and Tolls:**

* The LPC will reimburse the cost of parking and road tolls incurred on LPC business, but parking fines, towing away charges or fines for other traffic violations will not be reimbursed.

 **4.4 Accommodation:**

* **Members / officers requiring accommodation should secure authorisation via the**
* Accommodation may be claimed if members are required to attend a location on LPC business and this location is sufficiently far away from home or normal place of work to make a return journey unreasonable.
* Daily limits for overnight accommodation are up to £85 per room per night to include breakfast. Reciepts should be supplied with the claim form. In exceptional circumstances up to £150 per room per night may be applicable with prior authorisation.
* If commitments require evening travel and/or accommodation then a meal up to the value of £30 may be claimed if required.

 **4.5 Business Calls:**

* The cost of calls made on LPC business can be reclaimed. You must provide details of the calls you have made by attaching an itemised bill with the business calls highlighted.

 **4.6 Miscellaneous:**

* Other legitimate claims will be considered by the Committee.

**5. PROCESSING PAYMENTS**

* Periodically the treasurer will propose a payment run for authorisation. This will constitute emailing two other members of the Executive Committee and/or the Governance Lead and circulates any documentary evidence- permission for the payment to be made will be sought by a minimum of two of the four people as above via an email reply, including the treasurer i.e. only one person has to agree if the Treasurer has proposed the payment. Should the treasurer have any personal payments on the proposed payment run, then there will need to be two people who agree the payment before payment can proceed. The physical payments are then made by the treasurer. As an alternative, this can be delegated to the LPC administrative assistant.

**6. DECLARATIONS**

Members’ expenses will be declared to contractors in the LPC Annual Report.

# 7. CONTACT DETAILS

 If you have any queries regarding an expenses claim please contact the Treasurer on Chris.Kenny@pharmacylincolnshire.org