

GLA 36/10.3

Board Expenses

17 January 2013

BOARD PAPER REFERENCE – GLA 36/10.3 – Board Expenses

Issue

1. The rules on claiming for Travel & Subsistence have been tightened following guidance from HM Treasury, this paper provide an update to the Board on rules and procedures for making expenses claims to the Authority.

Recommendation

2. To note the rules and procedures.

Background

3. The Board was provided with previous papers (GLA1/7.5, GLA1/7.3, GLA 27/8.4 and GLA 29/8.7, GLA 33/10.2) stating rates for travel and subsistence.

When claims can be made

4. A claim can only be made when a Board member is representing the Authority on official business.
5. Board meetings will always be deemed as 'official business on behalf of the Authority'.
6. The Authority will notify you if any other meetings/events are deemed to be 'official business of the Authority'.
7. If you have any doubts as to whether expenses can be claimed please contact the secretariat to discuss.

How to claim

8. Board members are required to sign and either email or post a signed copy of their claim to the secretariat, with appropriate receipts for travel and accommodation. Forms can be obtained from the secretariat.
9. The claim needs to be signed by the claimant to show an official audit trail for public money.
10. **Claims should be submitted after the meeting to which they relate, within 1 month.**

Payment

11. When the GLA has approved claims a cheque or BACS payment will be sent to the claimant or a designated recipient.

Travel Claims

12. **Car:** 25p per mile – car parking and tolls charged as actual with receipts
13. **Rail:** Charge as actual with tickets for standard class travel ONLY, we will not reimburse any claim for First Class Travel.
14. **Air:** Charge as actual with tickets (Standard Class Only)
15. **Taxi:** Taxi fares will not be reimbursed as a matter of course it will be at the discretion of the GLA as to whether this mode of transport was the most practical or appropriate means of transport under the circumstances. Taxi fares within central London may not be claimed or to and from GLA offices in Nottingham to the Train Station and surrounding area. Receipts must be provided in all cases to support the claim, however, tips will not be reimbursed

Hotel claims

16. Maximum hotel costs per night are:
 - £115 in London
 - £75 major cities*
 - £70 elsewhere
17. Board members must provide receipts for hotel accommodation.

Subsistence claims

18. The subsistence allowance is set at a maximum of £20 over a period of 24 hours. Board members must only claim for expenses incurred and receipts must be submitted for ALL claims.
19. This is a flat rate that will cover lunch and dinner in any 24 hour period. (cost of newspapers will not be reimbursed)
20. If a further meal is claimed outside of the 24 hour period, this will be subject to a maximum of £5, receipts must be provided to support the claim.
21. We will not reimburse any tips or service charges and alcoholic beverages cannot form any part of the claim.

Loss of earnings

22. You are entitled to the agreed payment for loss of earnings if you will not receive any other payment for the time spent on official business of the Authority. This may be the case if you are self-employed or represent a voluntary organisation, if you are unsure if you should claim for loss of earnings, please contact the secretariat to discuss.
23. The loss of earnings payment is based on the HMCS Jury Service fee of £56.96 per day and evidence must be provided to support your claim, please discuss with the secretariat as to what evidence would be required if you are not sure.

Contacts

24. If you have any questions relating to whether you are entitled to make a claim:

Jennifer Clarke

Tel: 0115 959 7025

Email: communications@gla.gsi.gov.uk

If you have any questions relating to the actual travel and subsistence claim:

Kerry Jasper, Finance Manager

Tel: 0115 959 7026

Email: finance@gla.gsi.gov.uk

* denote major cities

Aberdeen, Birmingham, Belfast, Bristol, Cardiff, Coventry, Edinburgh, Glasgow, Harlow, Leeds, Liverpool, Manchester, Middlesbrough, Newcastle, Oxford, Portsmouth, Reading, Sheffield, York.