

GLA 33/10.2

Board Expenses

18 April 2012

BOARD PAPER REFERENCE – GLA 33/10.2 – Board Expenses

Issue

1. To update the Board on the amendments to the rules and procedures for making expenses claims to the Authority.

Recommendation

2. To note the rules and procedures as at Annex A.

Background

3. The rules on claiming for Travel & Subsistence have been tightened following guidance from HM Treasury.
4. The Board was provided with previous papers (GLA29 8.7) stating rates for travel and subsistence.

Amendments

How to claim

5. A signed copy of the expense form can be submitted by email or post.

Payment

6. Payment of expenses can be paid by BACS if bank details are provided.

Travel Claims

7. Standard class Rail travel only will be reimbursed.
8. Standard class Air travel only will be reimbursed.
9. 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 is the most practical or appropriate method under the circumstances. Receipts must be provided in all cases to support the claim. Tips will not be reimbursed.

Subsistence Claims

10. The subsistence claim is set at a maximum of £20 over a period of 24 hours and receipts are required for claims. This is a flat rate which will cover lunch, dinner and incidental expenses.
11. If an additional meal is taken outside of the 24 hour period the maximum that can be claimed is £5 subject to receipted actual.
12. The GLA will not reimburse any tips or service charges and alcoholic beverages cannot form any part of the claim.

Board members are reminded that claims should be submitted after the meeting to which they relate, within 1 month.

Annex A GLA BOARD EXPENSES

When claims can be made

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

How to claim

5. 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.
6. The claim needs to be signed by the claimant to show an official audit trail for public money.
7. **Claims should be submitted after the meeting to which they relate, within 1 month.**

Payment

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

Travel Claims

9. **Car:** 25p per mile – car parking and tolls charged as actual with receipts
10. **Rail:** Charge as actual with tickets for standard class travel ONLY, we will not reimburse any claim for First Class Travel.
11. **Air:** Charge as actual with tickets (Standard Class Only)
12. **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. Receipts must be provided in all cases to support the claim, however, tips will not be reimbursed

Hotel claims

13. Maximum hotel costs per night are:

- £115 in London
- £75 elsewhere

14. Board members must provide receipts for hotel accommodation.

Subsistence claims

15. 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.

16. This is a flat rate that will cover lunch, dinner and any incidental expenses in any 24 hour period. (cost of newspapers will not be reimbursed)

17. 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.

18. We will not reimburse any tips or service charges and alcoholic beverages cannot form any part of the claim.

Loss of earnings

19. 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.

20. 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, Communications Officer

Tel: 0115 900 8963

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 900 8926

Email: finance@gla.gsi.gov.uk