

# GLA 27/8.4

## Board Expenses

25 November 2010

## **BOARD PAPER REFERENCE – GLA 27/8.4 – Board Expenses**

### Issue

1. To update 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 and GLA1/7.3) 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 post a 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.

### Payment

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

### Funding

11. Board members travel and subsistence will be paid for by the licence fee.

### 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.

14. Air: Charge as actual with tickets

15. Taxi: Charge as actual with receipt

#### Hotel claims

16. Maximum hotel costs per night are:

- £90 in London
- £75 elsewhere

17. Board members must provide receipts for hotel accommodation.

#### Subsistence claims

18. The subsistence allowance is set at a maximum of £26. Board members must only claim for expenses incurred.

19. This is a flat rate that will cover lunch dinner and incidental travel. This sum should also cover additional expenses such as newspapers, laundry, telephone calls home etc.

20. If receipts including VAT paid, are provided the Authority will be able to claim back the VAT. Credit card receipts do not contain this information.

#### Loss of earnings

21. 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.

22. The loss of earnings payment is based on the HMCS Jury Service fee of £56.96 per day.

#### Bi-yearly Statement

23. The secretariat are required to keep records and produce a bi-yearly update of all expenditure incurred by the Board.

#### Contacts

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

Janette Bonham

Tel: 0115 900 8963

Email: [Janette.bonham@gla.gsi.gov.uk](mailto:Janette.bonham@gla.gsi.gov.uk)

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

Kerry Jasper, Finance Officer

Tel: 0115 900 8926

Email: [finance@gla.gsi.gov.uk](mailto:finance@gla.gsi.gov.uk)