

## **Expenses claims policy**

1. Qualifying claims for reasonable travelling and out-of-pocket expenses are payable to members of the networkfareham Board and thematic partnerships for attending meetings, seminars and workshops in pursuance of networkfareham's aims and objectives.
2. Requests to incur expenses must be made to the networkfareham Board **before** attending an event. The Lead Officer is expected to notify the LSP Joint Co-ordinator of:
  - the claimant's name and partner organisation;
  - which thematic partnership is being represented or the Board;
  - details of the event being attended – what, when, where, how long;
  - the benefit to networkfareham of attending;
  - mode of travel.
3. The networkfareham Board will consider each request on its merits. The Board will have regard to partner organisations' ability to reimburse their representatives from their own resources. Claims from partners in the voluntary and community sector are the most likely to qualify for payment.
4. Each quarterly networkfareham Board meeting will consider any requests received within a financial update report.
5. After the event, the claimant will submit a 'claim for travelling expenses and/or subsistence allowance' to the Lead Officer to countersign:
  - Board – Jo Hamilton
  - Children and Young People – Janie Millerchip
  - Community Engagement – Mel McKeown
  - Community Safety – Claire Benfield
  - Economic Development – Tony Mundy
  - Environment and Transport – Linda Jewell
  - Health and Wellbeing – Janie Millerchip / Alistair Tait
  - Housing – Andrew Fiske
6. Completed claims will be passed to the Partnerships Officer, Alistair Tait, for checking. A creditor payment voucher will be raised and sent to the Exchequer Services Team for a cheque to be raised and sent to the claimant.

## Mileage rates and subsistence allowances

### Car allowances

(effective from 1 April 2008)

For all journeys **inside** the Borough, payment will be made at the following rates:

	451 – 999 cc	Over 1000 cc
Per mile	42.9p	46.9p

For all journeys **outside** the Borough, claimants are permitted, at the networkfareham Board's discretion, to use their own vehicles in preference to public transport, to a maximum of 125 miles per single journey (including the return trip).

Claimants may also use their own vehicles for journeys in excess of 125 miles but only with the **prior** approval of the networkfareham Board.

In all cases, payment will be made at the following rates:

	451 – 999 cc	Over 1000 cc
Per mile – first 50 miles	42.9p	46.9p
Per mile – second 50 miles or part thereof	34p	36.9p
Per mile – all miles in excess of 100 miles	13.3p	13.6p

### Subsistence allowances

(effective from 1 April 2008)

Please note that payment cannot be made unless receipts are attached to claims.

Subsistence			
Breakfast:	£6.45	Tea:	£3.53
Lunch:	£8.91	Evening meal:	£11.03

Out-of-pocket expenses			
Per night:	£4.65	Per week:	£18.60

## Claim for travelling expenses and / or subsistence allowance

Please complete this claim form in block capitals in black or blue ink.  
Attach the original copies of all supporting receipts and other documentation.  
See the Expenses Policy for guidance on the amounts that can be claimed.

Send the completed form to: **Alistair Tait, Partnerships Officer**  
**FREEPOST, Fareham Borough Council, Civic Offices, Civic Way, Fareham,**  
**PO16 7BR.**

Claimant's name:

Partnership name:

Nature of business:

Destination:

Departure date: 

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

 Time:

Return date: 

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

 Time:

**Travelling expenses (private car)**

Registration number:  Cubic Capacity:

Number of business miles claimed:	<input type="text"/>	@	<input type="text"/>	per mile	<table border="1"><tr><td>£</td><td>p</td></tr><tr><td></td><td></td></tr></table>	£	p		
£	p								
Number of business miles claimed:	<input type="text"/>	@	<input type="text"/>	per mile	<table border="1"><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>				
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**Travelling expenses (standard class rail)**

From:	<input type="text"/>	To:	<input type="text"/>	<table border="1"><tr><td>£</td><td>p</td></tr><tr><td></td><td></td></tr></table>	£	p		
£	p							
From:	<input type="text"/>	To:	<input type="text"/>	<table border="1"><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>				

**Subsistence allowances and other expenses incurred (give details)**

	£	p
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		

Total claim: 

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Claimant's signature:  Date: 

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**For Office use only**

Date approved by networkfareham Board: 

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Lead officer's signature:  Date: 

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Claim checked by:  Date: 

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