

## 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.