

## **Guidelines for Claiming Expenses**

LINK Interim Executive members are entitled to claim out of pocket expenses. Please claim your expenses as soon as possible after they have been incurred, and attach receipts wherever practicable. Please describe each item in detail and give the actual date or period in which the expenses were incurred.

### **Travel and Transport**

You may claim for the cost of public transport. Please attach tickets or receipts. The cost of Oyster card swipes will also be reimbursed.

You may claim for taxi fares or other appropriate transport where accessibility circumstances apply.

Car mileage will be reimbursed at the rate of 40p per mile.

### **Care Responsibilities**

If you are a designated carer or parent/authorised adult and you need to arrange cover in order to undertake your LINK responsibilities, you may claim for the cost of replacement care. You may claim the actual cost or £10 per hour whichever is the lower.

### **Phone calls and stationery (including cost of computer paper, ink cartridges, printing)**

Costs incurred against authorised phone calls, printing, correspondence, etc, in the course of your responsibilities as a LINK Executive member, will be reimbursed against presentation of receipts or to a max of £5 without receipts.

## **Support and Training**

From time to time in the course of your duties, you may be required to seek specialist advice, or undergo training to enable you to fulfil your role. Where such advice or training is not provided by the Host, you may be able to claim the cost (e.g. prior agreement by chair/vice chair) as long as the training relates specifically to your responsibilities.

## **Accessibility to papers and documents**

The Host will endeavour to ensure that all LINK papers are fully accessible to every member. In exceptional circumstances where this is not possible, you may claim the cost of reading, translation or other assistance against presentation of receipt or a maximum of £10 per hour.

## **Subsistence**

You may claim reasonable subsistence when away from your usual environment (home or office) and undertaking activities on behalf of the LINK and where subsistence is not organised or provided by another party. There is an expectation that receipts will accompany all subsistence expense claims.

## **Authorisation & due diligence**

All expense claims will need to be signed off by the Host organisation and will be kept on record at the host offices and will be available to the executive on request for scrutiny and review.

## LINK INTERIM EXECUTIVE – EXPENSES CLAIM FORM

DATE	DETAILS	AMOUNT
	<b>TOTAL:</b>	<hr style="width: 50%; margin: 0 auto;"/> <b>£</b>

Claimant Name (print): .....

Claimant Signature : .....

Date:.....

Authorised by: (*Signature*) .....

Position: .....Date.....