

## Cornwall & Isles of Scilly LPC – Policy on members’ expenses

### Scope

1. This policy applies to all LPC members, employees and contractors when on official LPC business, including meetings of the LPC itself (except where specifically noted otherwise). Within this policy, “members” is to be construed as including all other persons representing the LPC where relevant.

### General principles

2. Members are entitled to be reimbursed for expenses necessarily incurred on LPC business but there is no profit element within these payments.

3. All expenditure must be receipted. Allowances will be paid on the basis of attendance. Necessary travelling time will be included within the meeting duration for the purposes of calculation.

4. The contractors within Cornwall are entitled to know how their money is spent, and therefore members’ expenses will be declared within the annual report on an attributable basis.

5. Members are expected to adopt the most cost-effective and appropriate use of the committee funds.

6. Claim forms are available on the LPC website or on request from the Treasurer or Chief Officer

7. Claims must be made within **3 months of expenditure** being incurred and can be expected to be paid within one month of submission.

### Travel expenses

8. *Rail or air* – members would be expected to adopt the most cost effective means of travel with an appropriate balance between convenience and cost. Whenever possible, advantage to be taken of any discounted fares.

9. *Public transport* – will be reimbursed at actual cost on submission of the receipt. In the absence of a receipt the treasurer will determine the value of any reimbursement which is at his/her discretion.

10. *Taxi* – necessary taxis will be paid upon submission of a receipt.

11. *Car* – mileage payments will adhere to the Inland Revenue Fixed Profit Car Scheme in force at the time. The LPC does not deduct tax, which – if due – is the responsibility of the recipient. Members must ensure that their vehicle is comprehensively insured for driver and all passengers, and are expected to travel together whenever convenient.

12. Necessary car parking will be refunded.

### Accommodation and subsistence

13. Hotels will be reimbursed at actual cost up to a max of £150 per night, except inside the M25 when the maximum will be £170.

14. If members stay in non-commercial accommodation they may claim an allowance of up to £30, with a receipt for an appropriate expense.

15. Meals will be subject to the following maxima:

a. Breakfast - £15

b. Lunch - £15

c. Evening meal - £30

16. When light refreshments are taken during a journey, these may be included within the daily total above (£60) regardless of the time of day.

17. When entertaining official guests a £20 per head limit applies. For a spend above this, the expenditure must have been approved in advance by an executive member.

### **Spouses and partners**

18. No sums are payable in respect of accompanying spouses or partners. Where a bill reflects the added cost of the partner (e.g. hotel bill for a double room), members must identify the relevant additional items or the cost of a corresponding single room.

### **Locum reimbursement and time replacement payments**

19. Reimbursement of bona fide locum fees will be made upon production of a receipt. The allowance must be paid to the person or organisation incurring the expenditure and must identify the locum concerned. This payment is **not** intended to reimburse corporate employers for time lost, which is reimbursed under 20 below.

20. Where no receipt is available, a flat fee of £225 per day and £115 per half day or £28 per hour is claimable, whichever is less.

21. These allowances are not paid for LPC meetings outside the member's normal working hours.

### **Payment**

22. Payment will generally be made by BACS transfer and by exception by cheque.

(Minimum for cheque of £10.)

### **Variations**

23. The Chairman or, in his absence, the Vice-chairman, shall have power to sanction payments outside these rates where absolutely necessary, such payments to be reported and minuted at the next LPC meeting.

Your LPC Team

Reviewed August 2018