

Gateshead LINK
Travelling and Subsistence Allowances
Policy Statement



1. The following allowances apply to people attending LINK Steering Group and Task Group meetings, LINK public events and members of the LINK who have been mandated to attend other events, forums and networks on behalf of the LINK.
2. In all cases the LINK will reimburse the cheapest form of transport unless the LINK has approved claimants transport requirements in advance.
3. Where people have Concessionary Travel Passes and attend any of the above LINK events during Concessionary Pass hours, then the LINK will not reimburse travel costs.
4. People who have a bus pass will be expected to use it. Those who have a free bus pass are not entitled to reimbursement of travel expenses
5. If a person is attending a LINK event on behalf of another organisation the expectation is that the organisation would reimburse their expenses. However if this is not possible then the LINK will consider their claim.
6. Wherever possible the LINK would seek reimbursement from external organisations who have requested LINK representation at forums or meetings.
7. People who attend consecutive meetings on the same day and in the same location will only be entitled to one travel claim

Travel by Rail

8. All approved rail travel on behalf of the Gateshead LINK will be on a standard second class basis. All rail travel will be arranged by the LINK administration officer subject to prior LINK approval

Travel by car

Mileage calculation and claiming

9. Mileage can be claimed on the basis of the most direct route from the departure point to the venue. The departure point will usually be from home. The current rate which can be claimed is listed below. Any changes in mileage rates will be notified to all members in writing.
10. Claimants should include enough detail of places visited on the claim form to justify the mileage claimed. This information will be kept for audit purposes.
11. People can claim the appropriate mileage rate for journeys up to 30 miles in one direction from home (that is, a 60 mile round trip)
12. People travelling more than 30 miles in one direction must get authorisation from the LINK Steering Group. They will **then** be able to claim as follows:
 - ❖ the appropriate public transport rate if travelling by car for their own convenience, or for personal reasons, to a place which can be easily reached by public transport. However people with mobility issues may claim the approved mileage rate, if public transport is not a viable option. This needs to be approved by the LINK in advance
 - ❖ the appropriate mileage rate for the round trip if accompanied by an official passenger e.g., a fellow LINK attendee . Passengers will not be allowed to claim travel expenses.
 - ❖ the appropriate mileage rate for the round trip if travelling by car results in a substantial saving in time and cost to the LINK, whether or not accompanied by an official passenger.
13. Any additional expenses such as car parking charges which people may incur whilst using their car on LINK business will be reimbursed on production of receipts/parking tickets. **Parking fines will not be reimbursed.**

Travel by Bus

14. People travelling by bus to any meetings that meet the automatic claim criteria above can claim bus fares back using the LINK Claim Form. All bus tickets **must be kept and attached** to the Claim Form for audit purposes.
15. Bus fares can also be reimbursed when a LINK member represents the LINK at an event agreed with the LINK. Claims should be submitted on the LINK Claim Form with bus tickets attached to it.

Travel by taxi

16. In circumstances where people are unable to travel by bus, car or rail, taxis may be used with prior agreement. This mode of transport may also be used when considering issues such as personal safety, late night travel, travelling alone, accessibility of venue by public transport etc

Accommodation costs

17. On occasion it may be necessary for people to stay overnight at a hotel, for example whilst attending conferences or training events as a mandated LINK representative. All accommodation will be booked in advance by the LINK administration officer and arrangements will be made for the LINK to be invoiced direct.
18. Accommodation booked and used by people without LINK prior agreement will not be reimbursed.

Subsistence Allowances

19. People will only be able to claim subsistence allowances when they have actually paid for meals. This must be approved in advance by the LINK. Allowances will not be paid when a suitable meal is provided free of charge.
20. When a subsistence allowance is claimed, journey departure and return times must be entered on LINK claim forms.
21. Lunch allowances are paid to people if they are attending both a morning and afternoon meeting on the same day and cannot return home between meetings.

22. Tea/dinner allowances are paid to people who continue to represent the LINK after 6.30pm (tea)/8.30 pm (dinner) respectively and who are not provided with a meal free of charge.
23. All claims must be authorised by the LINK Project Co-ordinator before payment can be made and must be submitted on LINK claim forms.
24. Claims may be examined in detail by GVOC's Director and auditors, and people may be asked to justify allowances claimed.

Support Costs

25. The following support costs may be claimed **subject to the prior agreement** of the LINK:
26. Reasonable administration costs for activities undertaken on behalf of the LINK will be reimbursed where there has been prior agreement, for example to cover the costs of phone calls, printing cartridges, stationary, and postage
27. Childcare and carer support services to substitute for the carer, while the carer attends a LINK meeting or event, or the carer is mandated by the LINK to represent the LINK at external networks, forums, conferences or events. (*Rates still to be determined*)
28. If an escort is required to meet the personal/social/health needs of people who wish to attend LINK meetings or events or for a person who has been mandated by the LINK to represent the LINK at external networks, forums, conferences or events. This also applies to people with Personal Assistants funded through Individual Budgets, who may require use of their allocated PA hours to attend LINK meetings etc.

This claim is designed to cover **additional hours** incurred only.
(Rates still to be determined)

Administration of Claims

29. All LINK expense claims will be dealt with by the LINK administration officer and will be approved by the LINK Project Coordinator.
30. All claims must be submitted using the LINK Expenses Claim Form. All expenses claims must be accompanied by the original copy of the relevant invoice, receipt, travel ticket or mileage claim form
31. Expenses will normally be reimbursed by cheque subject to the total amount of the claim. However attendance at LINK conferences, seminars and events may require people to be reimbursed on the day using petty cash.

Gateshead LINK

Travel and Subsistence Allowances

The following allowances apply with effect from 1st April 2008.

Travel allowance

All cars	40p per mile
Rail	Standard 2 nd class

Subsistence Allowance

Breakfast	£5.78
Lunch	£7.99
Tea	£3.15
Evening Meal	£9.90
<i>Carers' support costs</i>	<i>to be determined</i>
<i>PA additional costs</i>	<i>to be determined</i>
<i>Childcare costs</i>	<i>to be determined</i>

LINKs Expenses Claim Form

Agreed July 2008