



County Council

Adult Social Care Directorate

Expenses Guidance For User and Carer Engagement (Interim)

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1 Introduction

As a Forum Member you may have to spend money to carry out your role. As part of its job to support Forums, the Adult Social Care Directorate wants to make sure that this will not stop you from being involved and taking a full part in your Forum's work.

The money that you spend, or other costs you face, will depend on your circumstances and what you do as a Forum Member. This document is a guide to:

- what costs you can claim from the Adult Social Care Directorate when going to Forum meetings and taking part in Forum business;
- how to claim these costs; and
- how we will repay this money to you.

You can claim for repayment of costs if you are:

- a Forum Member going to a Forum meeting or participating in a Forum activity which informs the work of the Adult Social Care Directorate;
- a Member of a working group set up by Forums to inform the work of the Adult Social Care Directorate and have been told by the Adult Social Care Directorate Commission that the group qualifies for repayment.

Expenses for social meetings and forum activity unrelated to the work of the Directorate are not reimbursable.

You may have a special need which means a carer or personal assistant has to travel with you. You can claim travel and associated costs for them in line with this *Expenses Guidance* if you have informed your Forum Organisation of this in advance and provide details to support your claim.

The Adult Social Care Directorate has a duty to taxpayers to make sure that the money spent on Forum activity is used properly. At the same time, we want it to be as straightforward as possible for you to claim back money you have spent carrying out your duties.

There are some simple rules that we have to follow when deciding whether money can be repaid. These are:

- the money must really have been spent – or you have incurred a real cost;
- this spending must have taken place only because you are going to a Forum meeting or are carrying out Forum business; and
- your claim for repayment is in line with this *Expenses Guidance* and you fully complete an *Expenses Claim Form*.

The Adult Social Care Directorate and your Forum will look at expense claims to make sure these rules are being followed. If you have any questions about what sort of costs are reasonable, or about how the rules work, please speak to your Forum or Adult Social Care before you run up any costs.

If you are unsure about, or have any questions about, how to claim expenses, please contact your Forum chair or the Adult Social Care Directorate.

This *Expenses Guidance* and the *Expenses Claim Form* will be available from Adult Social Care and from your Forum.

The Adult Social Care Directorate will update this guide periodically and the process of repaying expenses. We will consider views from Forums when doing so. If you do have any comments on this guide, please send them to your Forum chair or the Adult Social Care Directorate.

2 Rail

You may claim the cost of a rail ticket. If you can book your journey in advance, or can travel outside peak hours, you should always seek to use the cheapest ticket available, (for example saver and other advanced purchased tickets).

Ask for a receipt for the cost of the ticket and attach this, (with your used tickets, if not collected), to your *Expense Claim Form*.

If you have any special needs relating to rail travel, (for example if you require assistance because of a disability), please contact your Forum or the Adult Social Care Directorate.

3 Bus

You may claim the cost of the fare.

Keep the ticket and attach it to your *Expense Claim Form*.

If you have any special needs relating to bus travel, (for example if you require assistance because of a disability), please contact your Forum or the Adult Social Care Directorate.

4 Underground

If on occasion you have cause to use the Tube on Forum business, you may claim the cost of the fare.

Usually it is not possible to keep the ticket. Please note on your *Expense Claim Form* which station you travelled from and which station you travelled to.

If you have any special needs relating to Tube travel, (for example if you require assistance because of a disability), please contact your Forum or the Adult Social Care Directorate.

5 Taxi

Wherever possible you should use public transport for short journeys.

If this is not possible, or if you have a special need that means you are not able to use public transport, you may have to use a taxi.

If you pay for the taxi yourself, you should ask for a receipt. Please attach this receipt to your *Expense Claim Form*.

If you have any special needs relating to rail travel, (for example if you require assistance because of a disability), please contact your Forum or the Adult Social Care Directorate.

6 Private Cars, Motorcycles and Bicycles

If you use your own car or motorcycle on Forum business you should check with your insurer to ensure your motor insurance covers voluntary work. If you claim for the use of your car or motorcycle on Forum business, the *Expense Claim Form* will ask you to confirm that:

- your motor insurance covers Forum activity;
- you have a valid driving licence;
- you have a valid tax disc on your car or motorcycle and;
- your car or motorcycle has an MOT certificate (if required).

Any loss or damage caused to your own car or motorcycle while using it for Forum business should be covered by your insurance and breakdown cover.

The Adult Social Care Directorate will not pay the cost of fines or other penalties that you may face for breaking motoring laws, nor will it pay parking fines or clamping charges.

If you use your own car, motorcycle or bicycle, costs will be repaid at the Inland Revenue's approved mileage rates.

	First 10,000 miles claimed in the tax year	Each mile over 10,000 miles in the tax year
Car	40p	25p
Motorcycle	24p	24p
Bicycle	10p	10p
For each passenger	2p	2p

If you use your own car, motorcycle or bicycle, you may claim mileage to attend a Forum meeting and to take part in Forum business in line with your Forum's work-plan. Where possible, the Adult Social Care Directorate requests that you consider car sharing.

Use the *Expense Claim Form* to claim the costs of journeys made using your own car, motorcycle or bicycle. You will need to write down the details of the journey and the names of any Forum Members you give lifts to as passengers if you claim for them.

If you have any special needs relating to travel by car, motorcycle or bicycle, please contact your Forum.

7 Subsistence and Incidental Expenses

Subsistence and incidental expenses you wish to incur may or may not be claimable. Spending must be needed for your Forum's work-plan and should be agreed in advance with your Forum or Adult Social Care Directorate.

Meals and Refreshments

You may claim the actual cost of meals and/or refreshments up to a limit of £5 for any one claim where you:

- travel to and attend meetings or visits on Forum business in line with your Forum's work-plan; and
- where the meeting or visit lasts more than four hours; and
- where the spending is not met directly by the organiser of the meeting or the organisation being visited (e.g. if lunch is provided); and
- where you have to spend extra money or face extra costs.

You should attach the receipt for subsistence to your *Expense Claim Form*.

Telephone Calls and Internet Usage

You may claim the costs of telephone calls you are not already paying which you make for Forum business, for either speaking to people or accessing the internet. The Adult Social Care Directorate cannot reimburse costs you are already paying, (for example telephone line rental or flat rate internet connection charges), as these costs are not increased by Forum work.

You should attach a photocopy of your telephone bill to an *Expense Claim Form* with the calls you wish to claim for highlighted (and your other calls hidden if desired).

Other Incidental Expenses

Other incidental expenses that may be claimed include for example stamps, paper, envelopes and other stationery you incur for Forum activity.

Make your claims on an *Expense Claim Form*.

Wherever possible attach invoices or receipts to support your claim.

If you cannot provide an invoice or a receipt, you should include a note with your *Expense Claim Form* giving the reason for your claim and the amount of your claim. Should you wish, for example, to claim for a computer printer cartridge, you should include the receipt, note the Forum activities the cartridge was used for and the proportion of the cartridge you consider was used on these activities.

If you have any special needs relating to subsistence or incidental expenses, please contact your Forum.

If you have any questions about claiming for subsistence or incidental expenses, please contact your Forum or the Adult Social Care Directorate.

8 Carer's costs

You may claim repayment for a carer's costs to enable you to attend a Forum meeting or undertake Forum business for:

- children aged 16 or under; or
- other dependants - where there is medical or social services proof that care is required.

You may claim for repayment for a carer for the duration of the Forum activity in which you are participating. In addition, you can claim for travelling time to and from the activity for the maximum period of:

- one hour before the start of the meeting or Forum business; and
- one hour after the end of the meeting or Forum business.

The maximum allowance that can be paid is £7.50 per hour.

You cannot claim for care that is:

- provided by a member of your household;
- provided by a person who is under 16; or
- provided by, or available from, another organisation (for example social services).

You should claim for carer support on an *Expense Claim Form*. You should provide:

- details of the reason for the claim;
- the start and end times of the Forum activity and travelling time for which you are claiming;
- medical or social services evidence that care is needed (if the claim is not for a child aged 16 or under);
- an invoice or a receipt to support the claim.

When repaying claims for carer expenses, the Forum wishes to avoid payments being seen by the Inland Revenue as taxable income, or by Social Security or Social Services as income which could affect any benefits being paid to you. If as result of receiving payments for carer expenses you face a demand to pay extra tax or have a benefit reduced or withdrawn, you will be responsible for paying the tax bill, or appealing against the reduced or withdrawn benefit.

If you have any special needs, or have questions about making arrangements for carer support, please contact your Forum or Adult Social Care Directorate.

If you have any questions about claiming for carer support, please contact your Forum or the Adult Social Care Directorate.

9 Completing the Expense Claim Form

Please make sure you claim payment for expenses within a month of the date on which you spent the money. If you do not claim within a month, the Adult Social Care Directorate reserves the right not to repay costs.

You may wish to use an *Expense Claim Form* to claim after each journey or activity, or you may wish to make one claim each month for several different journeys or activities. Choose which is the best way for you and keeps your claim within the one-month limit.

Claims should be supported by an invoice or receipt that provides details of what you are claiming for. A Switch or Visa transaction slip is not sufficient if it does not provide details of what is being claimed.

If you cannot provide an invoice or a receipt due of the nature of the item you are claiming for, you should include a note with your *Expense Claim Form* giving the reason for your claim and the amount of your claim. Please use the reverse of the

Expense Claim Form, or attach a separate note, if you need more space than is available on the form itself.

If you could have provided an invoice or a receipt however but have lost or misplaced it, the Adult Social Care Directorate cannot repay the cost involved.

In signing and dating the *Expense Claim Form* you are confirming as true that:

- you are a Forum Member and are entitled to claim expenses;
- you actually spent the money or faced the cost only because you were working on Forum activities;
- it was reasonable for you to spend the money, and the expenditure was needed to carry out your Forum's work-plan;
- the journeys listed on the form had to be made to carry out your Forum duties;
- the spending and claim for payment meets the rules in this *Expenses Guidance*;
- you have not been paid by anyone else or any other organisation for the spending or costs that you are claiming.

Please make sure you provide the information needed for each claim and that you fully and carefully fill in the *Expenses Claim Form*. If you do not do this, payment might be delayed or stopped.

If you have any questions about how to claim, please contact your forum or the Adult Social Care Directorate.

10 Submission and Authorisation of Expense Claims

Forum Members should send their claim form to their Forum for approval.

In approving payment, the Forum is confirming that:

- it has checked the accuracy of the entries and the calculation of the claim form, and that they meet the rules set out in this *Expenses Guidance*;
- to the best of their knowledge, the journeys and items for which repayment is claimed were needed only for Forum business and were arranged to provide value for money.

A Forum or the Adult Social Care Directorate may ask Members to explain the reasons for their expense claims. If the Forum decides that the spending or cost was not reasonable, or did not meet the rules in the *Expenses Guidance*, the Forum may:

- refuse to approve the claim;
- only approve part of the claim; or
- replace the claim with the cost of what would have been a reasonable claim for the circumstances.

If the Adult Social Care Directorate decides that the spending was not reasonable and/or does not meet the rules in the *Expenses Guidance*, the Adult Social Care Directorate may:

- ask for repayment of any money that has already been paid;
- ask for some of the money to be repaid; or
- take away the same amount from any future claims.

The Adult Social Care Directorate or Forum will explain the reasons if a claim is not approved or a different amount is paid instead of the amount claimed.

You need to be aware that the Adult Social Care Directorate's auditors may ask you for more details of claims you make.

If you are worried about whether any spending or cost might not be considered reasonable, please ask your Forum or Adult Social Care Directorate.

11 Payment of Expense Claims

A Forum or the Adult Social Care Directorate **may** pay approved claims for under £15 in cash.

Claims for £15 or above will **normally** be paid directly to you as a cheque from either the Forum or the Adult Social Care Directorate.

If you have a question about how expense payments are arranged please speak to your Forum or the Adult Social Care Directorate.

Reference

Commission for Patient and Public Involvement in Health Expenses, Guidance for Forum Members

Appendix 1 Example of Blank Expenses Claim Form

Older People's Forum											
								Name			
								Mr /Mrs /Ms / Other			
Location of Forum Meeting		Period Covered		Forum Name		Forum Meeting					
								Address			
								Contact Telephone Number			
Date	Activity	Duration		Journey			Bus*/ Train*/ Taxi* or Car @ 40p/m Passengers* @ 2p/m £p	Carer* £p	Incidental Expenses		Total Claimed £p
		Start	End	From	To	Total Car Mileage			Detail*	Value £p	
TOTALS											
Forum Member Declaration						Forum or ASCD Officer					
I confirm that I have incurred the above expenses, and that the expenses and claim for payment meet the rules set out in the Expenses Guidance for Forum Members. I also confirm that by claiming car mileage I hold a valid driving licence, that the car is taxed, has a current MOT certificate (if required) and is insured for Forum activity.						I confirm that the Forum Member has provided the necessary receipts to evidence this claim and that full payment will be made to the Forum Member within 14 days.					
Name in Capitals:		Signature:		Name in Capitals:		Signature:					
		Date:				Date:					

* = Please ensure that you attach tickets/receipts/invoices as appropriate

Appendix 2 Completed Expenses Claim Form Example

Older People's Forum							Name		Mr /Mrs /Ms / Other MR BROWN			
Location of Forum Meeting		Period Covered		Forum Name		Forum Meeting					Address	
Kendal		01/01/07 - 02/02/07		South Lakes Older People's Forum		Focus Group					14 GREEN ROAD Arnside LA6 4DW	
							Contact Telephone Number		01958 225226			
Date	Activity	Duration		Journey			Bus*/ Train*/ Taxi* or Car @ 40p/m Passengers* @ 2p/m £p	Carer* £p	Incidental Expenses		Total Claimed £p	
		Start	End	From	To	Total Car Mileage			Detail*	Value £p		
31/05/2007	FORUM MEETING	9AM	11AM	Arnside	Kendal	25	10.00		PARKING	6.00	26.00	
31/05/2007	User TRAINING	10AM	4PM	Arnside	Kendal	25	10.00		RAIL	5.60	5.60	
TOTALS						50	£20.00			£11.60	£31.60	
Forum Member Declaration I confirm that I have incurred the above expenses, and that the expenses and claim for payment meet the rules set out in the Expenses Guidance for Forum Members. I also confirm that by claiming car mileage I hold a valid driving licence, that the car is taxed, has a current MOT certificate (if required) and is insured for Forum activity.							Forum or ASCD Officer I confirm that the Forum Member has provided the necessary receipts to evidence this claim and that full payment will be made to the Forum Member within 14 days.					
Name in Capitals:		MR BROWN		Signature:				Signature:				
				Date:		31/01/2007		Date:				
* = Please ensure that you attach tickets/receipts/invoices as appropriate												