

1. Introduction

- 1.1 This policy outlines under what circumstances expenses can be claimed by LINK members and the expected expense rate
- 1.2 LINK will be inclusive. This policy aims to reduce barriers to involvement by committing to pay out of pocket expense experienced by LINK members when undertaking work on behalf of the LINK.

2. Out of pocket expenses

- 2.1 Out of pocket expenses include travel costs, and where appropriate carers' expenses, including childcare.

3. When can expenses be claimed?

- 3.1 Expenses can be claimed by LINK Board members attending LINK Board meetings, LINK working group meetings or when undertaking any other duty on behalf of the LINK.
- 3.2 LINK members are entitled to expenses when attending working group meetings that they are apart of, or when undertaking any other duty authorised by the LINK Board. Help can also be given in the form of transport and caring expenses to LINK members who would otherwise be unable to participate in LINK events.

4. Rates

- 4.1 Travel expenses will be paid at 40p per mile, or equivalent to a return ticket on public transport. Carer and Childcare costs will be considered on a case by case basis.

5. Authorisation

- 5.1 All claims must be submitted on a LINK expenses claim form and be agreed by the LINK manager in advance. All claimable activities must contribute towards the work plan approved by the LINK Board. We will normally expect a receipt or ticket to be attached. Mileage claims may be subject to checks.



6. Review

6.1 This policy will be reviewed in March 2011.

LINK Manager
January 2010

