



# MORAY INTEGRATION JOINT BOARD

## MEMBERS EXPENSES POLICY

Owner of Policy	Chief Financial Officer
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Next Review Date	September 2027

## **Introduction**

Individuals discharging their duties in relation to the Moray Integration Joint Board (IJB), its Committees and supporting working groups, will from time to time incur expenses in performing their duties. This policy has been developed to ensure that members are fairly reimbursed for expenditure necessarily incurred in performing their duties.

This policy applies only to members who are not already covered by their respective organisation's expenses policies. Members of the IJB, its Committees and supporting working groups or employees of organisations where an expenses policy exists will continue to claim business expenses in accordance with the policy of their respective organisations. To qualify for reimbursement, expenses must be incurred wholly, exclusively and necessarily in the performance of the Board members duties and must be supported by receipts.

## **Claimable Expenditure**

### **Travel expenses**

Travel expenses will be reimbursed subject to the mode of travel being the most economical and efficient in view of all the circumstances. Where a journey involves more than one member, car sharing should always be considered.

Vehicle mileage will be reimbursed at the HMRC rate in force at the time when the expenditure was incurred (currently 45p per mile). Prior to claiming mileage for the first time and annually thereafter members will have to demonstrate that they hold a valid driving licence and motor insurance covering business travel. Travel by motorcycle is reimbursed at 24p per mile and travel by bicycle is reimbursed at 20p per mile. Mileage claims should be accompanied by a VAT receipt for fuel sufficient to cover the miles claimed to allow for VAT to be reclaimed where allowable. The VAT receipt must be dated before the first journey claimed.

Travel by public transport on the business of the group that they are a member of will normally be booked on the IJB, its Committees and supporting working group Members. Where the Member makes his or her own transport arrangements reimbursement will be made for standard class travel only.

### **Parking and Other Fees**

Parking charges will be reimbursed on production of the appropriate receipts. Parking fines or similar penalties will not be reimbursed.

### **Subsistence**

When travelling outside Moray on IJB business and where meals are not provided; Members may claim the actual cost of meals purchased up to the maximum amount allowed, which are currently:

Exceeding 4 but no more than 8 hours	Maximum of £8	Breakfast rate	
Exceeding 8 but no more than 12 hours	Maximum of £12	Lunch rate	
Exceeding 12 hours	Maximum of £25	Dinner rate	

Receipts must be provided for all expenditure incurred and attached to claims.

### **Support for Carers**

Carer representatives who need support for their caring responsibilities in order to participate in the business of the IJB will be invited to discuss their needs with the Chief Officer so that appropriate support can be provided.

### **Claiming Expenses**

Expenses should be claimed monthly using the standard claim form, which will be supplied to all members covered by this policy. Claims delayed by more than three months will not normally be paid. Receipts should be attached and the completed claim form sent for the attention of the relevant senior manager for authorisation.

### **Version Control**

March 2016	Policy developed by Chief Financial Officer, reviewed by Chief Officer and approved by MIJB
April 2016	Policy implemented
August 2020	Moray Council logo updated, subsistence section updated and version control table added.
September 2022	Travel expenses and subsistence section updated
September 2025	Travel expenses and subsistence section updated
September 2027	Next policy review date

**Concern in relation to expenses not covered within this policy should be raised with the Chief Officer or Chief Financial Officer of the MIJB**

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**Volunteering Expenses Subsistence Form**

All expenditure must be agreed in advance, supported by valid vat receipts and attached to this form where appropriate.

Claimant Details						
Claimant Name:						
Claimant Address:						
		Postcode:			Telephone:	
Base (if relevant)						
Date	Journey Details (to / from and reason for journey – meeting, event etc.)	Method Of Travel	Mileage	Travel Fares £	Other Expenses Details	Other Expenses £
Official use only		Sub Totals				
						£

Claimant: I declare that the expenses claimed above have been incurred by me and that reimbursement has not or will not be made to me by any other public or charitable funds in respect of this claim.

Signed : \_\_\_\_\_ Date : \_\_\_\_\_

FOR OFFICIAL USE ONLY

Payment Agreed by : \_\_\_\_\_ Date : \_\_\_\_\_

Approved by : \_\_\_\_\_ Date : \_\_\_\_\_ Cost Centre / Management Centre: \_\_\_\_\_/\_\_\_\_\_