

Version	Title	Author	Changes (Summary of changes made)	Authorised	Review Date
4	Expenses	SD/AC	Reviewed and updated	Board Mtg 1.3.17	28.2.20

EXPENSE POLICY

This document describes the Healthwatch West Sussex policy and procedures relevant to the claiming of expenses incurred in connection with Healthwatch West Sussex business.

The Policy is applicable to claims made by Board Non-Executive Directors, Healthwatch West Sussex staff and partners. The policy differentiates between what partners should pay and what the Healthwatch West Sussex Community Interest Company should pay and the decision making processes and responsibilities that apply.

There is an expectation that members **will** claim expenses.

Policy - Responsibilities

Healthwatch West Sussex Community Interest Company (CIC) responsibilities

The CIC is responsible for the payment of all reasonable expenses incurred by the Chair and all Board Non-Executive members and the Chief Officer

Responsibility: Non-Executive with responsibility for Finance

- The Board Chair's expenses must be authorised by the Non-Executive with responsibility for Finance
- Process: The Board Chair must complete the Expenses Claim form and submit this to the Non- Executive with responsibility for Finance and the Chief Officer. Submission and approval may be made electronically. Payment will be made by the end of the month following the month of submission. The Chief Officer will record all authorised payments and complete and file a record of all payments made

Responsibility: The Chair of the Board

- Responsibility: All Non-Executive Board members and Chief Officer expenses must be authorised by the Chair
- Process: Non-Executive Board members must complete the claim form and submit this to the Chief Officer by the 25th day of the month. The Chief Officer will record and forward to the Chair for authorisation in respect of payment. All authorised payments will then be forwarded by the Chair to the Chief Officer. Submission and approval may be made electronically.

Payment will be made by the end of the month following the month of submission.

Healthwatch West Sussex Partner's Responsibilities

Partners are responsible for Executive Director, their Staff and volunteer expenses.

Partners are specifically responsible for payment of expenses incurred by Staff and Volunteers engaged in information and advice delivery and Healthwatch West Sussex Champions and other staff (such as Administrative support) under the terms of their Service Level Agreement with Healthwatch West Sussex.

Help and Care are specifically responsible for payment of expenses of the 'Enter and View' volunteers and other staff engaged on Healthwatch West Sussex business under the terms of their Service Level Agreement with Healthwatch West Sussex.

Policy - What can be claimed

Healthwatch West Sussex will reimburse in respect of all reasonable expenses incurred in connection with Healthwatch West Sussex related activity.

Expenses should be claimed using the standard expenses form, available from the Chief Officer. All expense claims should be accompanied by receipts where appropriate.

Travel

Reimbursement is available for travel by rail second class. Where possible tickets should be purchased in advance if it is cheaper in order to maximise discounts and offers available.

Own vehicle

Where Board members or staff use their own vehicles for Healthwatch related journeys, a mileage allowance will be paid in line with HM Revenue and Customs rates.

The rate of mileage allowance for using your own car or van is 45p per mile, reducing to 25p per mile once annual work-related mileage has exceeded 10,000 miles in a year (commencing 1 April annually).

The rate of mileage allowance for using your own motorbike is 24p per mile and for using your own bicycle the rate of mileage allowance is 20p per mile. As with all mileage claims by staff, this allowance cannot be claimed for travelling to and from work from home - only for business journeys. Staff are unable to claim the cost of travelling from their home to their normal place of work as specified in their Contract of Employment.

Staff who are home-based, as set out in their Contract of Employment, are able to claim mileage for all work-related journeys, starting and ending from their home address.

For any Healthwatch West Sussex work-related journeys Board members and staff can claim:

- the distance actually travelled from the normal place of work in respect of staff (as set out in the Contract of Employment)
- When departing from home, the distance actually travelled (for staff minus the normal distance travelled to the staff member's normal place of work.

Where Healthwatch staff have specific requirements for the consideration of an exceptional situation they must discuss this with their line manager. Healthwatch West Sussex seeks to prevent, within the scope and principles of this policy, any Board member, employee or volunteer from incurring unreasonable costs when carrying out their duties.

Accommodation

If Members or staff are required to stay away from home overnight as a result of an essential Healthwatch West Sussex work-related journey, the cost of bed and breakfast accommodation will be reimbursed.

Where appropriate, the cost of dinner will also be reimbursed as part of the accommodation arrangements. If dinner is not booked as part of the accommodation, the later evening meal subsistence allowance of £15 applies. This is the maximum amount that can be claimed for an evening meal, a receipt will also be required.

Subsistence

Subsistence is an allowance made to cover the additional cost of meals / refreshments as a result of having to work away from home or normal area of work.

Subsistence does not include the cost of refreshments required as part of a meeting with either staff or people from external organisations.

No subsistence allowance should be claimed if refreshments are provided as part of the meeting attended or accommodation provided.

When making a claim for subsistence the receipt for the meal (food and drink) whilst travelling or working on Healthwatch West Sussex business should be produced and the amount reimbursed will be subject to the maximum allowances shown below.

The subsistence allowances are:

Breakfast: up to £3. This is for irregular early starters and where leaving home earlier than usual and before 6.00am on a business journey.

Late evening meal, up to £15 - for irregular late finishers where finishing work later than usual and after 8.00pm.