



Expenses Policy

All Healthwatch Blackpool Board Members will be reimbursed for out-of-pocket expenses incurred in the course of undertaking authorised work on behalf of Healthwatch Blackpool. (Expenses though will not be paid for any individuals who claim such expenses through their work or organisation).

Board Members can only claim for actual costs arising from authorised meetings and activities. These include:

- Travel and other related expenses towards attendance at meetings.
- Activities in direct relation to Healthwatch Blackpool, such as training, conferences and events.
- Travel and other related expenses towards attendance at public meetings as a Board representative.
- Associated caring responsibilities.
- Associated child care responsibilities.

Cars and Motorcycles

Board Members:

- Will use their own car or motorcycle for Healthwatch Blackpool business
- Must have valid motor insurance that covers volunteering activity.
- Must have a valid driving licence, road fund licence and MOT if appropriate.
- Will be reimbursed for the cost of parking.
- Will be repaid expenses in accordance with the Inland Revenue's approved mileage rates (last updated June 2015) these are:
 - Car £0.45 per mile
 - Motorcycle £0.24 per mile
 - Bicycle £0.20 per mile.

Healthwatch Blackpool will not pay:

- The cost of fines or penalties incurred by Board members on Board approved business.
- The cost of damages to private vehicles of any description.

Bus

- Cost of the fare as paid will be reimbursed.
- Cost of the fare of an accompanying carer where required, will be reimbursed.

Train

- Cost of fare as paid will be reimbursed (standard class only).
- Cost of fare for an accompanying carer where required will be reimbursed (standard class only).
- Where possible travel should be off peak and booked in advance.



Taxi

- The use of taxis must be agreed and arranged with the Healthwatch Lead Officer in advance.
- The use of taxis is for circumstances where public or personal transport is not available.
- Sharing of taxis where appropriate will be expected.

Carers' and Childcare Expenses

- The expenses form must be completed, signed and submitted to the Healthwatch Lead Officer along with an invoice from the person, organisation or agency providing the care.
- Carer costs will be paid direct to the carer, or repaid to the Board Member on submission of a valid receipt, up to a maximum of £15.00 per hour.
- Except in exceptional circumstances (agreed with the Healthwatch Lead Officer), a Board Member cannot claim for care that is provided by:
 - A member of their household
 - A person who is under 16; or
 - Available through other arrangements at no cost.

Claiming Expenses

- Expenses must be claimed **within three months** of being incurred. Any claim submitted after this will NOT be paid.
- All expenses must be claimed using the approved Healthwatch Blackpool expenses form.
- Claimants must ensure all the information provided is accurate.
- All claims, except mileage, must be supported by an invoice or receipt.

Submission of Claim

- Healthwatch Blackpool Expense forms must be forwarded to the Healthwatch Lead Officer by the seventh day of each month. Late submissions will be deferred until the following month
- The preferred method of payment is by BACS. The BACS section on the claim form must be completed for each claim
- Any queries arising from the claim may delay payment.

Payment of Expenses

- Payments will be made by BACS on the 25 day of the month or the next working day.
- Claims for payment for mileage will be from the Board Member's home address.