

BLMK & Northants LPC

SUMMARY GUIDE FOR CLAIMING EXPENSES

Authorisation

- All expenditure must be pre-authorised by the Chief Officer or in their absence The Chair, Treasurer or Vice Chair.

Claims

- An invoice must be submitted to the Treasurer for payment.
- Claims must be supported by appropriate receipts and must be submitted within three months of the expenditure otherwise they may not be paid.
- Approved claims will normally be paid by BACS within 28 days.
- A daily rate of £300 will be paid or £150 for a half day or £40 per hour spent on approved LPC activity.
- The fee is inclusive of meeting preparation and any attendant expenses.
- Where part of the time claimed is not used then this must be offset against a future claim or used to support the LPC Chief Officer.
- For LPC members who represent CCA and AIMp companies the payment of the daily rate will normally be made direct to their employer.
- Mileage will be paid where appropriate – the current HMRC rate is 45 pence per mile.
- Other legitimate expenditure eg parking may be claimed.
- Parking fines and fines for other traffic violations will not be paid except in exceptional circumstances.

Conclusion

LPC members are subject to Inland Revenue rules and guidelines as to what is allowable as a business expense. It is therefore important that all claims adhere strictly to the policy.

This is intended as a summary guide only. Any further clarification needed can be provided by the LPC Officers. Any breaches of the policy will be referred to the LPC Officers for review.

14th July 2023