



## **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 55 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.

July 2026