

### **Expenses claim: notes**

The policy of Healthwatch Havering is that no member of the directing team, staff or volunteer team should be out-of-pocket as a result of participating in Healthwatch activity. All qualifying expenses wholly and necessarily incurred in carrying out Healthwatch activity will therefore be reimbursed on submission and approval of a valid claim.

### **Travel expenses**

Travel expenses will be reimbursed as follows.

*Directors:* Travel to destinations outside Havering

*Staff:* All travel undertaken, other than travel between home and Healthwatch's main office

*Volunteers:* All travel for Healthwatch activity (note: "volunteers" here means both Healthwatch volunteers and Healthwatch lay people)

Travel costs will be reimbursed as follows:

By car – 45p (the HMRC limit) per mile

By bus – the actual cost incurred

By rail (National and TfL services) – the actual cost incurred (but only for standard class travel)

### **Subsistence**

Directors, staff and volunteers are entitled to claim for refreshments when circumstances make usual arrangements difficult.

Healthwatch Havering will reimburse reasonable costs for hot or cold drinks and light refreshments, such as biscuits or cakes, where it is necessary to buy them as no alternative is available. The maximum amount claimable for meals is:

Breakfast £4.48

Lunch £6.17

Evening Meal £7.64"

### **Use of personal computer and printers (including ink and paper)**

Healthwatch Havering accepts that it is not practicable to keep a detailed record of actual amounts of paper and ink used in printing material required to undertake Healthwatch activity. Accordingly, directors, staff and volunteers may claim a flat rate sum of £5 to cover such expenses per month, provided that the claim sets out a summary of the printing covered by the claim.

### **Other expenses**

The cost actually incurred.

### **Conditions**

- 1 All costs must be "wholly and necessarily" incurred in carrying out Healthwatch activity. Where a Healthwatch activity is carried out during some private activity – for example, calling into the office while out shopping – only the cost directly attributable to Healthwatch activity may be claimed.

- 2 All claims must be evidenced by receipts, used tickets, Oyster Card statements or an explanatory note.
- 3 Each claim must be signed by the person making it and approved:
  - a. In the case of a director, by another director
  - b. For staff, by a director
  - c. For volunteers, by the Manager or a director