



## The Parents' Forum for Bradford and Airedale Expense Policy and Procedures

11<sup>th</sup> June 2012

### Guidance for Forum members and representatives

The Parents' Forum for Bradford and Airedale's (PFBA) work is critically dependent on its members and representatives who volunteer their time and energy. In recognition of this, reasonable expenses can be claimed to enable its members and representatives who attend specified meetings and groups and carry out work as agreed by the management/ trustee board of the PFBA.

The activity that may incur a claim must be approved by the PFBA treasurer.

### What can be claimed?

In general, reasonable costs that should be reimbursed are incurred as a direct result of The PFBA activity.

- Travel to and from the place of The PFBA activity.
- Travel while on agreed PFBA business
- Meals taken during PFBA activity
- Replacement care of dependants including children

All expenses claimed must be seen by the treasurer of The Parents' Forum for Bradford and Airedale.

### Activity that cannot be claimed for

- Individuals attending meetings or other activity without specific authorisation from the PFBA Committee.
- Representatives of voluntary organisations and community groups whose expenses are paid by that organisation or group
- Any activity where expenses are funded from another source
- Costs that are a result of a lifestyle choice, not the Parents' Forum activity

### Making a claim

To be non-taxable, expenses must be the **actual cost** of something.

Receipts/tickets/invoices should be submitted whenever possible. Claim forms must

# The Parents' Forum for Bradford and Airedale

always be completed and submitted to the treasurer of the PFBA by the end of July, October, January and March. Payments will usually be paid by cheque.

The current reimbursement rates for travel allowed, in accordance with the Inland Revenue are:

- Cars and vans: 45p per mile
- Bicycles: 20p per mile
- Motorcycles: 24p per mile

Representation on Strategic groups and Boards (Quarterly)

- £20 gift voucher

Representation on steering/focus groups (ongoing)

- £10 gift voucher per session

## **Taxis**

If taxis are the most appropriate form of transport to enable attendance for representatives at PFBA events/activities this can be arranged and paid by invoice directly.

## **Payment of support costs**

The following costs will be reimbursed if there are additional support needs to enable attendance at PFBA events/representation activities.

- Childcare costs
- Replacement carer costs
- Personal assistant costs
- Interpreter costs

Payments for childcare, adult care or personal assistant costs can be made directly to the agency providing the care on production of an invoice.

## **Cash Payments**

If cash payments are necessary in order to enable attendance at PFBA events/representation activities, advance arrangements must be made with PFBA treasurer to administer the process.