

NORTH STAFFORDSHIRE LPC EXPENSES POLICY PURPOSE

To provide a policy whereby LPC members will be reimbursed for actual expenditure incurred wholly, exclusively and necessarily in the course of LPC business activities, travel, meetings and entertainment provided that such expenses were approved in accordance with the requirements of the policy.

1. INTRODUCTION

This document sets out in detail the North Staffs & Stoke LPC expense policy that is to be applied from the 1st of the month following its' introduction. The LPC will reimburse members and employees for reasonable business expenses incurred on the LPC's behalf whilst they are engaged in authorised business or training activities provided they fall within the limits set by this policy. It is the LPC's intention that members should neither gain nor lose financially as a result of incurring expenses on LPC business.

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. Expenses defined as 'reasonable' are those that are cost effective when weighed against the purpose of the business activity. Members are responsible for the settlement of any business expenses incurred and for reclaiming these costs through the process set out in this document. Any breach of this policy will be referred to the Committee for consideration under the LPC's Governance arrangements.

2. SUBMISSION OF CLAIMS FORM

2.1 Members are expected to:

- Obtain prior authorisation from either the Chair or Chief Officer before embarking of any business that may incur an expense from the LPC
- Submit claims within three months of the expenditure (unless otherwise agreed with the Treasurer). All claims in any one financial year should be submitted

within one month of that year end. **NO CLAIMS WILL BE REIMBURSED AFTER THE FINANCIAL YEAR**

- Provide original invoices, receipts or itemised bills, where possible, to support all expense claims.
- Submit claims on standard LPC forms which are clear, understandable and auditable and in a format which is acceptable to the Treasurer.

2.2 Authorisation / limits:

- Single items of expenditure or activity exceeding £250 should be cleared with the Committee or Treasurer in advance.
- The Treasurer is required to question claims which fall outside of the policy and seek additional consideration from the LPC
- Expense claims must be approved by the Treasurer. The Treasurer's expense claims must be approved by another member of the finance sub-committee.

2.3 Payment:

- Expenses will be paid by BACS where possible.
- Once the Treasurer has authorised the claim, expenses claim will normally be processed for payment within 28 days, or then next pay date, which is normally 26th of each month