



Policy & Procedure for Staff, Board and LMC Member Expenses

1. Policy Statement

- 1.1 The LMC will reimburse employees, Board members (Company Directors) and LMC members for reasonable expenses wholly, necessarily and exclusively incurred in connection with its business. Anyone conducting official business on behalf of the LMC should not be either financially disadvantaged or advantaged because of genuine business expenses.
- 1.2 For employees, breach of this policy, as concluded following investigation, is a disciplinary offence. Deliberate falsification of a claim or the evidence needed to make a claim will constitute gross misconduct. This may result in summary dismissal.
- 1.3 For Board and LMC Members, breach of this policy contravenes the Code of Conduct and Accountability and may result in the termination of your role on the Board or Committee.

2. Who Can Claim Expenses Under This Policy?

- 2.1 LMC employees, Board Members (Company Directors) and LMC Members may claim expenses under this policy.
- 2.2 Expenses may be claimed for attendance at any meeting/training/event/business activity where attendance has been authorised in advance by:
 - The CEO MD
 - The Chair or Vice-Chair of the Board
 - A quorate meeting of the LMC where a decision to send a representative to a meeting has been minuted

3. Travel Expenses

- 3.1 Employees should travel by the most cost-effective mode of transport, taking into account journey time and the nature of the journey as well as the monetary cost.
- 3.2 The LMC does not reimburse the cost of travel between home and office unless an employee is recognised as being a "contractual home-based employee" or is required to work from another location on a home working day (currently Monday and Tuesday under the Hybrid and Home Working Policy).
- 3.3 The LMC will reimburse:

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- Car mileage at 45p per mile up to 10,000 miles and 25p per mile above 10,000 miles
 - Motorcycle mileage at 24p per mile
 - Cycle at 20p per mile
 - Humber Bridge tolls at the prevailing rate
 - Car parking charges
 - Taxi fares
 - London underground, DLR, bus or tram fares
 - Train travel
 - Flights (where to use air travel is more cost efficient than other options available)
- 3.4 The mileage allowance is set by reference to the HM Revenue and Customs (HMRC) rules on AMAPs (Approved Mileage Allowance Payments) and will be updated to comply with these limits from time to time.
- 3.5 Taxis should only be used when necessary or where it is cost effective. A receipt should always be obtained.
- 3.6 Train, bus, tram, underground or DLR tickets should be retained and submitted to support your expenses claim. Where an Oyster Card or contactless payment method is used, alternative evidence of the cost of journeys incurred should be provided e.g. printing off an online statement or printing off the journey cost provided by the Oyster fare finder.
- 3.7 First class train travel will normally be reimbursed where the train journey is timetabled to last in excess of two hours. The exception will be if the price for first class travel is considered to be excessively high. This can sometimes occur when journeys are booked at the last minute. All purchases of first class train tickets in excess of £200 (return journey) must be authorised by the CEO MD prior to booking.
- 3.8 For shorter train journeys, standard class travel should be booked unless there are exceptional reasons.
- 3.9 Train journeys should be booked as far in advance as is reasonably practical to obtain the best possible prices.
- 3.10 Where an employee uses their own vehicle, the employee should ensure that the vehicle is in good working order, fully insured, is taxed and has a current MOT certificate.
- 3.11 Air travel will only be reimbursed where it is possible to demonstrate the cost-effectiveness of flying rather than using another transportation method. Air travel will only be reimbursed in economy class.

4. Overnight Accommodation

- 4.1 The LMC will reimburse the cost of hotel accommodation up to a maximum of £234 per night, including VAT and breakfast costs.
- 4.2 If a 'room only' rate is booked, the allowance for breakfast costs will be a maximum of £15. The combined amount of the room rate and breakfasts costs should not exceed £234.

- 4.3 If it is not possible to book a hotel room at a rate less than £234 per night e.g. at peak times in London, a higher amount may be reimbursed but prior approval in writing must be given by the CEO MD before booking.
- 4.4 Overnight accommodation should be booked in advance at the best possible rates.
- 4.5 Consideration should be given to the location of the hotel to ensure value for money in terms of both additional costs (e.g. taxi/tube fares) and time required for travel.
- 4.6 On occasion, staff or Members may wish to stay with friends or relatives rather than in a hotel. When this occurs, the employee/Member may claim an allowance of up to £35 per night to purchase a thank you gift for his/her host. Receipts are not required but the employee/Member must confirm that the overnight stay was necessary in connection with travelling on LMC business. An employee/Member claiming this allowance will also be entitled to claim qualifying subsistence costs as set out below.

5. Subsistence When Staying Overnight on LMC Business

- 5.1 In addition to hotel costs, the LMC will reimburse reasonable out of pocket expenses as follows:
- Breakfast (as specified in item 4.2 above)
 - Lunch, evening meal and non-alcoholic beverages - to an overall maximum of £35 per day (please note that you may incur costs in excess of £35 but may only claim up to £35).
 - Parking at hotel
 - Parking at rail station/airport (or alternative means of transport to such locations if more cost efficient)

6. Subsistence When No Overnight Stay is Required

- 6.1 Staff/Members may claim for meals and non-alcoholic beverages up to a maximum of £20 per day. This is intended to reimburse you for *additional* expense as a result of having to travel on LMC business.

7. LMC Members – Specific Arrangements

- 7.1 LMC Members will be reimbursed under this policy for reasonable expenses wholly, necessarily and exclusively incurred in connection with LMC business and authorised as set out in section 2.2 above, with the exception of alcoholic beverages. This includes attendance at conferences (e.g. annual LMC Conference) as a representative of the LMC.
- 7.2 In addition to the other allowable expenses set out in this policy, LMC Members may be entitled to claim either locum expenses or loss of earnings. The circumstances in which loss of earnings may be claimed are set out in paragraphs 7.3. The circumstances in which locum expenses may be claimed are set out in the Locum Expenses policy.
- 7.3 Loss of Earnings

Where a loss of earnings can be evidenced, GPs attending meetings on behalf of the LMC and at the request of the LMC may claim loss of earnings at a rate of £100 per hour up to a maximum daily amount of £750.

To comply with HMRC rules, loss of earnings must be invoiced separately on headed paper. It may not be included on the standard expenses claim form.

8. Eye Tests and Spectacles – Employees Only

- 8.1 The LMC recognises its obligations under the Display Screen Equipment (DSE) Regulations 1992 (Amended 2002) and will contribute to the cost of an eye test if you use display screen (computer monitor) equipment for a significant part of your working day.
- 8.2 The LMC will contribute £25 towards the cost of an eye test conducted by a suitably qualified optician. If the test reveals that spectacles are required **exclusively** for VDU work undertaken in relation to your job at the LMC, the LMC will contribute £75 towards the cost of basic spectacles. This policy does not apply to contact lenses.
- 8.3 The LMC will only reimburse one eye test in any 12-month period.
- 8.4 The LMC will not contribute towards the cost of spectacles with any element of everyday use. In other words, the spectacles must be exclusively for VDU use.

9. Procedure for Making an Expense Claim - Employees

- 9.1 All claims must be made on the correct expenses claim form which must be printed and signed.
- 9.2 Appropriate receipts or other supporting documentation must be submitted to support each item listed on your claim form. The LMC will not reimburse expenses claims which are not correctly evidenced.
- 9.3 Claims should be submitted monthly, at the end of each month.
- 9.4 Claims more than three months old will not be paid except in exceptional circumstances and this will be at the discretion of the Chief Executive.

10. Procedure for Making an Expense Claim – Members

- 10.1 All claims must be made on the correct expenses claim form.
- 10.2 LMC/Board Members may:
- Print, sign and submit to the Secretariat by post; or
 - Submit to the Secretariat via email to humberstside.lmcgroup@nhs.net
- 10.3 All emailed claim forms must either:
- Be signed (you may print, sign, scan and email the claim form or drop your scanned

- signature into the electronic claim form before emailing it); or
- Contain your printed name and be sent from your own NHS email address as confirmation that it has been submitted personally by you.

In addition, emailed claim forms must include scanned copies of relevant receipts, which must be legible.

When submitting claims via email, you should retain copies of the original receipts until your claim has been paid in case of any query from the Secretariat. If you have destroyed the original receipts, we may not be able to make payment if there is a query.

- 10.4 Appropriate receipts or other supporting documentation must be submitted to support each item listed on your claim form. The LMC will not reimburse expenses claims which are not correctly evidenced.
- 10.5 A claim for reimbursement of expenses relating to attendance at a meeting or event other than regular LMC meetings may be submitted at any time. However, it must be received by the Secretariat within one month of the meeting/event to which the claim relates.
- 10.6 Claims for mileage/expenses for attendance at regular monthly LMC meetings should be submitted quarterly as follows:

Period of Claim	Claim form to be submitted by
January – March	End of April
April – June	End of July
July –September	End of October
October – December	End of January

- 10.7 Claims more than three months old will not be paid except in exceptional circumstances and this will be at the discretion of the CEO MD.

11. Updating & Review

- 11.1 This policy will be reviewed annually at the July Board meeting to ensure that appropriate levels of reimbursement are maintained.

Implementation Date: July 2016
 Review Cycle: Annually
 Last Review Date: July 2023
 Next Review Date: July 2024