



Policy & Procedure for Locum Expenses

1. Policy Statement

- 1.1 The LMC will reimburse Board members (Company Directors) and LMC members for locum expenses which are 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 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 Board Members (Company Directors) and LMC Members may claim locum 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. Specific Arrangements for Locum costs

- 3.1 Where a locum is engaged to cover an LMC Member and/or LMC Board Member (Company Director) attending a meeting/event on behalf of the LMC, the cost of the locum will be reimbursed.
- 3.2 To claim locum expenses, a dated invoice and confirmation of payment (e.g., a written receipt from the locum) must be provided.
- 3.3 Where a locum cannot cover the exact time of the meeting, the locum may be booked for the additional session at another time, within seven days.
- 3.4 An internal locum cost will be reimbursed where the locum is a doctor who is not full-time in the practice and is providing the service in time when he/she would not normally be engaged by the practice. This does not preclude the moving of work so long as the locum is

performing additional time in that week within the practice. An invoice from the internal locum is required and must be receipted.

- 3.5 Where another organisation pays an attendance allowance or locum payment or pays for travel, then the amounts must be declared on the expenses claim form. The LMC will only pay the difference.
- 3.6 Actual expended locum expenses may be claimed up to a maximum daily amount of £750.00.
- 3.7 Claims must be submitted within one month of the locum activity taking place.

8. Updating & Review

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

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