



DLR PPN Expenses Policy

Ratified by DLR PPN members at the DLR PPN Plenary meeting 11/10/2017

SECTION 1: WHO CAN CLAIM EXPENSES

All DLR PPN Representatives who have been elected to sit on committees (Secretariat, SPCs, LCDDC, JPC, Rural Task Force etc) can claim expenses, providing their participation is not part of their professional work and they cannot claim expenses for their participation from the Local Authority, their employer or from any other source.

SECTION 2: WHAT EXPENSES CAN BE CLAIMED

- a) Travel by private vehicle or public transport to meetings of the committee that the DLR PPN Representative has been elected to attend.
- b) Parking costs for these meetings.
- c) PPN representatives' travel and parking costs to other meetings subject to prior approval of the DLR PPN Secretariat or Network Manager.
- d) PPN Reps that attend other PPN organised events or meetings not specifically organised for their attendance, cannot claim expenses for that meeting.
- e) Associated costs (i.e. meals for day long events where refreshments are not provided) may only be claimed with pre-approval from the DLR PPN manager.
- f) Overnight costs will only be approved in exceptional circumstances where absolutely necessary and with prior approval of the Secretariat.

SECTION 3: MILAGE RATES

- a) If mileage cannot be claimed from elsewhere, for those using a private motor vehicle DLR PPN will pay a flat mileage fee of 40 cent per kilometre.

- b) For those using a bicycle DLR PPN will pay a flat mileage fee of 10 cent per kilometre.

SECTION 4: WHEN TO CLAIM EXPENSES

- a) Expenses from January - June must be claimed by the **end of July** of the same year. Expenses from July - December must be claimed by the **3rd week in December** of the same year. This is due to PPN expenditure and financial reporting requirements from the Department of Rural & Community Development.

SECTION 5: HOW TO SUBMIT A CLAIM

- a) Milage claims are a full and comprehensive payment to cover fuel, depreciation, wear and tear, insurance etc as a full and final payment to cover all claims against DLR PPN.
- b) Those claiming mileage must get a letter from their motor insurance company indemnifying DLR PPN and its host organisation Southside Partnership DLR CLG.
- c) Complete an expenses claim form, preferably electronically or a hard copy if preferred. The PPN Manager can assist with this.
- d) The start and end point of each journey must be stated and the purpose of travel. This information is necessary for all modes of travel.
- e) Receipts, for example parking, public transport tickets, Leap Card statements, must be submitted.
- f) Return the form to the DLR PPN manager for authorisation and processing by email or post.

SECTION 6: HOW EXPENSES ARE REIMBURSED

- a) Payments are made by DLR PPN's host organisation Southside Partnership DLR CLG.
- b) Expenses will be reimbursed by bank transfer or cheque as preferred.
- c) IBAN and BIC information will be required for bank transfer.

SECTION 7: REVIEW

- a) This policy will be reviewed in January 2019