

Audit Committee – 16 July 2014

Independent Members – Travel and Subsistence Allowances

Summary of report:

This report advises independent members of the Audit Committee as to travel and subsistence allowances which are currently available to them.

Background papers:

Reimbursement of Personal Expenses Procedure.

Recommendations:

1. To note the contents of this report.



James Walsh – Chief Finance Officer

3 July 2014

Resource and legal considerations:

The cost of travel and subsistence, claimed by independent members, shall be met through existing budgets.

Citizen impact:

None arising from this report.

Performance and risk management issues:

None arising from this report.

Equality Implications:

None arising from this report.

Consultation:

None arising from this report.

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Independent Members – Travel and Subsistence Allowances

Independent members, although not paid a basic or special responsibility allowance, are entitled to claim travel and subsistence in line with that claimed by officers.

Claims can be made for expenses incurred in respect of Audit Committee responsibilities on production of original documents.

These include:

- Reasonable car parking and travel costs (being either mileage or standard class period return (or equivalent) rail fare).
- Meals and soft drinks while on official business. Claims cannot be made for alcoholic drinks, newspapers or other personal expenses. All claims must comply with approved limits.

Expenses will only be paid if the correct form is completed and signed by the budget holder. Original receipts must always accompany the claim form and claims without a VAT receipt cannot be processed. All claims for reimbursement of goods and services must give details of VAT.

Subsistence: Where independent members are unable to take main meals in their normal place, the following rates should be used:

- Breakfast - £4.48
- Lunch - £6.17
- Tea - £2.43
- Evening Meal - £7.48 (this is only payable if the return to home journey is after 8.30pm)

Travel: All independent members should travel by public transport, the costs of which should be reimbursed or paid directly. Where public transport is not available or possible, the mileage rates applicable to officers should be used.

- For vehicles 0 - 999cc - 46.9p per mile
- For vehicles 1000 – 1199 cc - 52.2p per mile
- For vehicles over 1199 cc – 65.0p per mile

Parking: reasonable parking expenses will be reimbursed but parking or speeding fines are never payable. Receipts where available should be submitted with the claim.