Appendix 4

DUMFRIES AND GALLOWAY
Health and Social Care

Dumfries and Galloway Integration Joint Board

Expenses Procedure for Representative Members

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Policy Group	IJB Governance Documents		
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Version Control	Date	Summary of Changes	Name
0.1	20/12/2023	Initial Draft	Alison Warrick
0.2	05/01/2024	Policy refinement	Alison Warrick
0.3	18/01/2024	Amendments made to Section 2 following discussion with David Rowland, Director of Strategic Planning and Infrastructure	Alison Warrick

Contents

Background Information:
Volunteering for All: national framework - gov.scot (www.gov.scot)

Guidance on Reimbursement of 'Out of Pocket' Expenses for Volunteers within NHS Scotland

1. Introduction and Policy Aims

This policy aims to support Unpaid Carer and Service User representatives who are members of the Integration Joint Board (as defined in the Public Bodies (Joint Working) Scotland Act 2014), members of the Integration Joint Board's Strategic Planning Group and any other members from voluntary organisations who may be asked to attend meetings/workshops of the Integration Joint Board.

This document aims to assist these members and provide clarity on the process for determining what can and cannot be claimed as a reasonable expense and the process for doing so.

2. Reimbursement of Expenses

(a) These are examples of costs which may be reimbursed under this policy:

- Travel expenses to include:
  - Bus/Rail/Taxi at cost (excluding first class) (receipts required)
  - Car Mileage (**45p per mile** for the first 10,000 miles and **25p** thereafter)
  - Motorcycle Mileage (**24p per mile**)
  - Bicycle Mileage **(20p per mile)**
  - Parking at cost (receipts required)

- Subsistence:
  - Lunch allowance (more than five hours away from base, including the lunchtime period between 12:00 pm to 2:00 pm) Not payable if meals are provided. **£5.00**
  - Evening meal allowance (more than ten hours away from base and return after 7:00 pm) Not payable if meals are provided. **£15.00**
  - Overnight accommodation should be approved by the Chief Officer and booked via the Health and Social Care Business Support Team. There is a limit of **£55.00**

- Equipment:
  - If required, IT equipment will be provided, with consent of the Chief Officer, via the Health and Social Care Business Support Team

- Cover of any dependent caring responsibilities to allow members to attend IJB/Strategic Planning Group meetings:
  - Travel to and from meetings as outlined above
  - Reimbursement of receipted childcare expenses (subject to ceiling equivalent to the current hourly childminding rate paid by the local authority) or other carer expenses

- Loss of income:
  - Where appropriate, loss of earnings to attend meetings may be considered with prior consent

If Members are required to travel out-with the area, any courses (including course fees), travel and accommodation can be booked via the Health and Social Care Business Support Team in advance.

(b) Members will not be reimbursed for:

- Any fines or fees eg. parking/speeding fines
- Expenses which should be appropriately paid to someone else eg. mileage claims where another member has provided you with transport and incurred the expense
- Non-essential additional costs which a member chooses to pay (e.g. tipping of taxi drivers or restaurant staff)
- The purchase of alcohol or tobacco

3. Claiming Expenses

All expense claims must be submitted within 3 months from the date of the expense for approval and payment.

The cost of covering independent caring responsibilities loss of income and travel out-with the local authority area must be approved in advance by the Chief Officer or their representative.

The form will be signed by or on behalf of the Chief Officer and processed on your behalf via NHS Dumfries and Galloway's Finance Department by the Health and Social Care Business Support Team.

Payment will be made via BACS transfer where possible. Please ensure that all bank details are provided to enable payment. Where BACS payment is unsuitable payment by cheque can be arranged.

Members should complete an expenses form (attached at Appendix 1) and submit this in either hard or electronic copy including all receipts to:

Health and Social Care Business Support Team
Admin Suite
2nd Floor
Dumfries and Galloway Royal Infirmary
Cargenbridge
Dumfries
DG2 8RX

Or via email to dg.hslog@nhs.net

4. Monitoring

Oversight of all claims will be by the Health and Social Care Business Support Team on behalf of the Chief Officer.

This Policy will be reviewed every 3 years from the date of approval.

CLAIM FORM FOR VOLUNTEERING EXPENSES **NHS DUMFRIES & GALLOWAY**

PLEASE COMPLETE IN BLOCK CAPITALS. FOR REIMBURSEMENT ALL EXPENDITURE MUST BE AGREED IN ADVANCE. RECEIPTS MUST BE PROVIDED AND BE ATTACHED TO THIS FORM, WHERE APPLICABLE.

Name ______________________ Address ______________________

Postcode ______________________ Telephone No. ______________________

NHS Contact Details

Name Julie White Telephone No. 01387 241346

Date	Details of Volunteering activity	Car Mileage Rate	Travel Fares	Other Expenses (please list)	Cost of Other Expenses	Cost Code	
		45p per mile	£		£	Y61H13	
			£		£		
			£		£		**TOTAL**
	Sub-totals		**£**		**£**		**£**

I declare that the above travelling and subsistence expenses claimed have been incurred by me. I further declare that no other claim for reimbursement from public or charitable funds has been nor will be made in respect of this claim.

Signature of volunteer: ______________________ Date: ______________________

Please send this completed form to: **Creditor Department, Mountainhall Treatment Centre, Bankend Road, Dumfries, DG1 4AP**

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By NHS D&G Authoriser: Verified by ____________________ Payment agreed by (budget holder): ____________________

By Finance Department: Claim checked by finance: ____________________ Date approved: __________