



Lindsey Marsh Drainage Board
Water Management Consortium

| | |
|------------------------|---------------------|
| Accountable Officer: | Director of Finance |
| Approved by the Board: | 6th December 2011 |

MEMBERS' EXPENSES POLICY

CONTENTS

| | | |
|----|--|---|
| 1. | Introduction. | 1 |
| 2. | Reimbursement of Travelling Expenses to and From Meetings. | 1 |
| 3. | Driver's Responsibilities. | 1 |
| 4. | Overnight Stays. | 1 |
| 5. | Authorisation of Expenses Claim. | 1 |

1. INTRODUCTION

- 1:1 The Land Drainage Act 1991, Schedule 2 (2) states that an internal drainage board may pay any reasonable expenses incurred by its members and officers in attending Board or Committee meetings or attending meetings for the purpose of discussing matters connected with the discharge of the functions of the Board.
- 1:2 District Councils currently reimburse nominated members' travelling expenses to and from Board and Committee meetings, however, it may fall to the Board on occasion to reimburse members when attending meetings specifically on behalf of the Board, eg ADA meetings.

2. REIMBURSEMENT OF TRAVELLING EXPENSES TO AND FROM MEETINGS

- 2:1 Wherever possible members are encouraged to share transport. When travelling long distances, shared transport or rail fares will usually be arranged by officers. Bus and tube fares will be reimbursed, however, receipts will be required.
- 2:1 Mileage will be paid at the following Inland Revenue rates for journeys approved by the Board:

| <i>Vehicle</i> | <i>Rate</i> |
|----------------|--------------|
| Car or van | 45p per mile |
| Motorcycle | 24p per mile |

- 2:3 Parking expenses and toll charges will be reimbursed, however, receipts will be required.

3. DRIVER'S RESPONSIBILITIES

- 3:1 Members will be responsible for ensuring that their car is roadworthy and that they have the necessary insurance cover.
- 3:2 The Board will not be responsible for any fines or costs relating to traffic offences.

4. OVERNIGHT STAY

- 4:1 Overnight accommodation will usually be booked by the officers. The reasonable cost of meals etc will be reimbursed, however, receipts will be required.

5. AUTHORISATION OF EXPENSES CLAIMS

- 5:1 Expenses in relation to anything other than travelling to and from Board and Committee meetings will require the approval of the Board.
- 5:2 The Director of Finance is responsible for checking all expenses claim forms to ensure:
- An appropriate method of transport is being used
 - Overnight stays are operationally necessary
 - Receipts are provided for expenses actually and necessarily incurred
 - All payments are made in accordance with HM Revenue and Customs rules and guidelines