COMMUNITY PHARMACY CHESHIRE & WIRRAL LPC - EXPENSES POLICY

PURPOSE & PRINCIPLES

To provide a policy whereby LPC members will be reimbursed for actual expenditure incurred wholly, exclusively and necessarily in the course of LPC business activities, travel, meetings and entertainment provided that such expenses were approved in accordance with the requirements of the policy.

1. INTRODUCTION

This document sets out in detail the Community Pharmacy Cheshire & Wirral (CPCW) expenses policy that is to be applied from the 1st of the month following its' introduction.

This Policy and Procedures document is applicable to all employees and committee members of the Local Pharmaceutical Committee.

In the event that an expense claim is contemplated in respect of an item not included, or an employee or committee member has a query relating to the payment of expenses under this policy, the matter should be referred in the first instance to the Treasurer, who may thereafter refer to the full Committee and then PSNC for guidance if required.

The LPC will reimburse members and employees for reasonable business expenses incurred on the LPC's behalf whilst they are engaged in authorised business or training activities provided they fall within the limits set by this policy. It is our intention that members should neither gain nor lose financially as a result of incurring expenses on LPC business.

LPC members are subject to Inland Revenue rules and guidelines as to what is allowable as a business expense. It is therefore important that all claims adhere strictly to the policy.

Expenses defined as 'reasonable' are those that are cost effective when weighed against the purpose of the business activity. Members are responsible for the settlement of any business expenses incurred and for reclaiming these costs through the process set out in this document. Any breach of this policy will be referred to the Committee for consideration.

2. POLICY

The LPC will reimburse to committee members and employees the actual cost of allowable, business expenses incurred wholly, exclusively and necessarily in the performance of the duties. A day allowance, to cover any necessary costs incurred whilst on CPCW business, may be claimed at the agreed locum rate resolved by the Full committee at the first meeting of the financial year.

For the purposes of business expense reimbursement, allowable expenses are as described in section 7 of this document. Business travel is as described in section 7b.

When incurring business expenses, committee members and employees are expected to
i) minimise costs without impairing the efficiency of the LPC; and
ii) avoid unnecessary cost

In general, reimbursement of allowable business expenses will only be made on the production of receipts or invoices.

3. PROCEDURE

Allowable business expenses incurred on behalf of the LPC by committee members and employees should be recorded in detail on an LPC expense claim form (Appendix A). Wherever possible original receipts or invoices must be attached to the claim form for all individual items claimed, other than mileage and day allowances (see section 7).

Expense claims passed for payment will be paid by cheque or BACS (if available). Committee members and employees must, when requested, provide appropriate bank account details to the LPC Office to allow claims to be processed.

Any attempt to submit a false expense claim will be treated as a serious offence and will be dealt with in accordance with the LPC's Disciplinary Procedures and Rules for the Conduct of Committee members and employees.

4. PAYMENT FOR MEETINGS ON BEHALF OF THE LPC

The current evening LPC meeting rate (for any meeting which commences after 6pm) is £30 per meeting. The rates are reviewed and agreed annually at the first meeting of the financial year.

For meetings or seminars attended on behalf of the LPC the member will either by paid for locum cover OR individual payment, at the following rates:

a. LPC daytime meetings and meetings attended on behalf of the LPC will be paid at a rate of £25 per hour.
b. Standard locum rate, unless otherwise specified, will be up to £25 per hour for the exact hours normally worked up to a maximum of 9 hours per day.

The LPC will meet the costs incurred by any members if an external company (ie NHSE) cancels a meeting at short notice, with the following conditions:

If the meeting is cancelled more than 5 working days before then no payment will be made.
If locum cover has been booked, the members should make all reasonable attempts to cancel the booking and the appropriate evidence should be forwarded to the LPC office.

The LPC may request the cancelling party to meet the costs incurred.

Where there is a requirement for LPC sub-groups to meet outside of a member's premises, NHSE building or hotel foyer, there is a £100 maximum payment to cover room hire and refreshments.

5. SUBMISSION OF CLAIMS FOR REIMBURSEMENT

a. Members are expected to:
    - submit claims within six months of the expenditure (unless otherwise agreed with the Treasurer) and present those cheques for payment within 3 months. All claims in any one financial year should be submitted within one month of that year end.
    - provide original invoices, receipts or itemised bills, where possible, to support all expense claims.
    - submit claims on forms which are clear, understandable and auditable and in a format which is acceptable to the Treasurer.

b. Authorisation/limits:
   - expense claims must be approved by the Treasurer;
   - single items of expenditure or activity exceeding £250 should be cleared with the LPC Treasurer, in advance, as per the terms of reference;
   - the Business Support Officer is required to question claims which fall outside of the policy and seek additional consideration from the LPC.

6. ATTENDANCE AT CONFERENCES/TRAINING ON BEHALF OF THE LPC

Members' requests to attend training/conferences on behalf of the LPC must be approved in advance by a full meeting of the committee. If the schedule of meetings does not allow for this, applications must be approved by a panel comprising the Chair, Treasurer and Chief Executive Officer. That approval must be reported back to the next meeting to be minuted. All attendees will be expected to report back to the meeting following the course/conference using the LPC proforma (Appendix B).

Failure to attend a seminar or training event, without mitigated circumstances, will results in the member having to contribute £50 towards the costs incurred. This will be deducted from their meeting allowance payment.

7. ALLOWABLE BUSINESS EXPENSE CLAIMS

Allowable business expenses, for the purposes of committee or employee business expenses claims, are as described below.

a. **Locum Expenses**
If a locum has been employed to cover for a LPC member whilst he/she is attending an approved event on behalf of the LPC, the fee for employing this locum can be reclaimed from the LPC. This must be done by the submission of the LPC claim form to the LPC Office. There will be no personal tax implications for situations such as these.

b. **Member Expenses on Day Off**
If the LPC member is attending an event on behalf of the LPC on his/her day off then he/she is entitled to claim a day's pay from the LPC at the agreed locum rate resolved by the full committee at the first meeting of the financial year. This must be done by the submission of the LPC claim form to the LPC Office.

The LPC will pay to the pharmacist the gross fee with zero tax and NI contributions paid; the responsibility rests with the pharmacist to declare this income on his/her personal tax return.

c. **Travel/ Transport**
Unless prior approval is given all committee members and employees will travel by the most cost effective method

Rail Travel: Unless prior approval is given all committee members and employees will travel by the most cost effective method.

In exceptional circumstances staff and committee members may travel first class provided prior approval is obtained (eg when accompanying guests).

Private vehicle: Employee and committee members' may claim the distance actually travelled. The car mileage is paid at the rates allowed by the revenue, or whatever the relevant company car policy states (if necessary). As at 1 April 2011 that rate is £0.45/mile for the first 10,000 miles irrespective of engine size and 25p per mile thereafter.

Committee members and employees who use their own car on LPC business must ensure that they hold a valid licence for the vehicle driven, the vehicle is licensed and that their insurance cover extends to business use. The insurer must be asked to endorse the certificate to confirm that driving in the performance of the LPC business is covered by the insurance policy. The LPC reserves the right to inspect the employee's insurance documentation.

In addition committee members and employees who use their own car on LPC business must ensure that it is regularly maintained and undertake a basic safety check of the vehicle (tyres, windscreen etc) before undertaking each business journey.

Taxis: Travelling committee members and employees should avoid the use of taxis unless alternatives are not available or are impractical. The use of cost effective public transport or hotel courtesy buses is encouraged whenever possible. Where alternatives are not available, the cost of taxis may be claimed on an expenses claim. Claims must be supported by receipts.

Toll Charges: Toll charges incurred in relation to business travel may be claimed when supported by a receipt, when available.

Car Parking: The LPC will reimburse parking costs for business travel away from home and the employee's and committee members' normal place of work when supported by a receipt/ticket. The LPC will not reimburse any type of parking fine, towing away charge or fines for other traffic violations.

d. **Accommodation*/Meals***

Hotel Accommodation: Accommodation may be claimed if members are required to attend a location on LPC business and this location is sufficiently far away from home or normal place of work to make a return journey unreasonable.
Without prior authorisation, daily limits for overnight accommodation are up to £190 per room per night to include breakfast,
If commitments require evening travel and/or accommodation then a meal up to the value of £30 may be claimed if required.
Accommodation should be limited to single standard rooms with en-suite facilities.
Any charges incurred due to 'no show' charges are not reimbursable except in exceptional circumstances

Subsistence/meals: Committee members and employees may claim the reasonable costs of meals taken in the course of business travel
Subsistence allowances may not be claimed in respect of conferences or visits where meals are provided as part of the conference or visit.

e. **Preparation Time:**

It is recognised that part of the role of the LPC members is to read documents and prepare for meetings. The LPC Officers may consider paying for preparation time when a member has been asked to undertake specific projects on behalf of the LPC.
NOTE: The aim for payable preparation time allowance is when the LPC asks a member or a group of members to read through a large document and respond/present on behalf of the LPC. The committee or its officers, at the time of request, will make the decision as to the merits of this allowance. The allowance will be based on reasonable time to produce the expected outcome.

f. **Miscellaneous**:

Other legitimate claims will be considered by the Committee.

When any member is uncertain of an expense claim, further guidance should be sort from the Treasurer prior to submission.

8. NON-ALLOWABLE EXPENDITURE

Non-allowable expenditure, as detailed below may not be claimed, charged to the LPC or reimbursed to committee members and employees in any circumstances* or by any method.

This includes by purchase order, direct invoice, expenses claim or petty cash.

- Travel club membership – giving access to lounges, complimentary drinks etc.
- Alcoholic drinks – other than when part of the reasonable cost of food and drink detailed above
- Leisure club treatments
- Miscellaneous hotel charges
- Mini bar alcoholic drinks and snacks
- Video/TV charges
- 'no show' costs
- Spouses'/Partners'/Children's' travel costs
- Parking fines
- Floral gifts – other than on the death or serious illness of an employee and committee members and employees partner or child*
- Confectionery
- Gifts of a personal nature
- Retirement / leaving gifts*
- Personal subscriptions to Professional Bodies
- Personal items – including toiletries, clothing, luggage, books, videos, CDs, magazines etc.

*except by prior approval of the Committee

9. DECLARATION: Members expenses will be declared to contractors in the LPC Annual Report.

10. CONTACT DETAILS

If you have any queries regarding an expenses claim please contact the LPC Office.

APPENDIX A

Copies of this form are available from the LPC Office or can be downloaded from the Member's Only section of the LPC Website.

EXPENSES CLAIM FORM

Please complete and return to Alison Williams, PO Box 318, Runcorn, Cheshire, WA7 9DA

Name …… Dates Covered ……

I confirm that these expenses are SOLELY related to Community Pharmacy Cheshire & Wirral meetings.

Signed…… Date ……

Please state who the cheque should be made payable to ……

Travel Expenses (current mileage rate is £0.45/mile)

Event	Date	Ticket Value or Miles	Total Claimed	
				Sub-Total
				£

Meeting Attendance (current attendance rate is £25/hr)

Event	Date	Number of Hours	Total Claimed	
				Sub-Total
				£

TOTAL FOR CLAIM	**£**

SAMPLE

APPENDIX B

Copies of this form is available from the LPC Office or can downloaded from the Member's Only section of the LPC Website.

CPCW Meetings and Events Feed Back Form

Event & Place Attended:

Date Attended:

Name of Attendee/s:

Presenter/s:

Topics Discussed & Remarks

Analysis, Relevance to the CPCW/LPC and Action Points