



## EXCERPT FROM FINANCIAL REGULATIONS COVERING EXPENSES

### General

- 5.1 Only members of the County Committee, and others authorised by it, may claim eligible expenses arising from eligible duties and subject to these regulations.
- 5.2 To be eligible, duties must have been undertaken primarily on behalf of the Network as distinct from arising through representing one's own governing body.
- 5.3 To be eligible, expenses must have been reasonably, and actually, incurred for items which were necessary for undertaking eligible duties.
- 5.4 Except for travel reimbursed at a mileage rate, claims should be supported by appropriate evidence (e.g. receipts, tickets) whenever possible.
- 5.5 Claims should normally be submitted to the Treasurer at the times of scheduled County Committee meetings on a form approved by the Treasurer.
- 5.6 The Treasurer may approve payment of claims, which s/he is satisfied fall within the authority given by these regulations, but shall otherwise refer the claim (or any part) to the County Committee for decision.

### Travel and Subsistence for Attendance and Representation

- 5.7 Attendance at network meetings (County, County Committee and appropriate Business meetings) is an eligible duty of all County Committee members.
- 5.8 Representing the Network at meetings with representatives of Norfolk County Council or other organisations (including the National Council) or at other Business meetings will be eligible duties for Network Officers and for others appointed by the County Committee to undertake specific representative functions.
- 5.9 Claims for attendance and representation shall not exceed the rates currently applying to Norfolk County Council officers. (See attached list.)

### Communication

- 5.10 Reasonable postal and tele-communication on Network business between those eligible to submit claims (regulation 5.1 is an eligible duty).
- 5.11 Communication with representatives of Norfolk County Council or other relevant organisations will be an eligible duty for Network Officers and for others for specific purposes approved by the County Committee.

### NOTES ON CLAIMS

County Committee members whose address is as on the latest list of addresses circulated, need not insert it on a claim form and "home" entered in the Travel From column will be taken to refer to that address.

In the Travel To column, "CC" will be sufficient to identify the destination and the purpose of the journey as a County Committee meeting, and "CM" and "BM" as County or Business meetings. Otherwise a brief footnote of the purpose of the journey should be given.

### APPLICABLE RATES

Mileage 40p per mile (from April 2009)

Maximum Subsistence Rates		Standard	London and Conferences
		£	£
<b>Bed and Breakfast</b>		<b>64.26</b>	<b>89.46</b>
<b>Breakfast</b>	<b>a</b>	<b>5.47</b>	<b>7.24</b>
<b>Lunch</b>	<b>b</b>	<b>7.52</b>	<b>10.89</b>
<b>Tea</b>	<b>c</b>	<b>2.96</b>	<b>3.65</b>
<b>Dinner</b>	<b>d</b>	<b>9.32</b>	<b>14.56</b>

### Notes

- a Available if away from home before 7.20hrs.  
b Available if away from home before noon until after 14.30 hrs.  
c Available if otherwise would be away from home after 18.30hrs. but not if dinner is claimed.  
d Available if otherwise would be away from home after 20.30hrs. but not if tea is claimed for.