

Our Policy

We recognise the value of residents' time and knowledge when they get involved. It's important that they are not left out of pocket as a result of getting involved.

Travel expenses

In all cases, residents should use the most economical form of transport. Public transport should be used wherever possible, and car sharing is encouraged.

Travel by rail and bus

For rail journeys, the cheapest available ticket should be purchased, preferably by the residents and a receipt must be provided. Fixed time tickets booked should be used wherever possible as they are often considerably cheaper. Bus journeys will be reimbursed with a valid ticket.

Travel by private car

Car mileage claims will be made at current HM Revenue and Customs (HMRC) rate of 45p per mile. We will pay an extra 5p per mile per extra resident who is a passenger, to encourage car sharing.

Travel by motorcycle

Motorcycle mileage claims will be paid at the current HMRC rate of 24p per mile.

Travel by taxi

Taxis will be booked by the event organiser using an approved taxi firm. Taxi sharing will be encouraged wherever possible. Taxi transport will only be provided to residents where there is a clear need. This includes but is not limited to:

- a condition that means an individual cannot use public transport or a private car
- residents that live some distance from a bus route or railway station
- any other situation approved by the event organiser.

Travel by bike

Residents attending involvement events by bike can claim a mileage allowance of 20p per mile.

Car parking fees

Car parking fees will be reimbursed with a valid parking ticket. These can only be claimed if a resident has attended a meeting or event. Parking fines and clamping charges will not be reimbursed.

Child care allowance

Childcare payments can only be made to the child/children's parent or guardian, or where the child/children being claimed for normally live with them, and only when a registered childcare provider is used. Childcare payments for children 16 years and above will only be reimbursed in exceptional circumstances as agreed with the meeting organiser. Residents cannot be reimbursed for childcare provided by family members or members of the same household.

Evidence of the cost of childcare (either through a receipt or invoice) and the child-minder's registration number should be submitted.

Residents attending meetings can claim up to £5 an hour for one child and up to £7 per hour for two or more children.

Carer's allowance

Residents participating in meetings can claim up to £7 an hour for the cost of care of a dependent for whom they are in receipt of a carer's allowance. Residents cannot be reimbursed for dependent care provided by family members or members of the same household.

Payments

A receipt must be provided for any claim for travel or expenses. Payments will be paid direct to a bank account.

Policy Review

We will review this policy in 2023 or sooner if the need arises.