



North East Equality & Diversity Partnership

Board paper 002

EQUALITY & DIVERSITY Partnership BUSINESS EXPENSES POLICY & PROCEDURE

BACKGROUND

The Equality & Diversity Partnership is an advisory group set up by the Board of ONE NorthEast, formed and operating in accordance with terms of reference from the Board of ONE NorthEast (the '**Agency**'). This policy sets out the expenses that may be claimed by Members of the Equality & Diversity Partnership Executive Board and Task Groups. (the '**Members**' or individually the '**Member**').

The Agency will set levels of expenditure that are deemed appropriate and which may only be varied at the discretion of the Agency.

Only those Members carrying out a role within the Partnership which is separate from and not part of their current day to day duties, activities or responsibilities, And which results in the Member being ineligible for reimbursement of expenses payment from their own organisation/business will be eligible to claim expenses.

The level of reimbursement allowed will be sufficient to provide a standard and quality, which will adequately meet the needs of Members from the viewpoint of comfort, safety and acceptability for the effective conduct of Agency business.

TRAVEL

BY CAR

Private Vehicles:

Members using private vehicles for Partnership business can claim mileage rates of 40 pence per mile.

In addition the Agency will pay, where applicable, a Public Transport Rate of 22.5 pence per mile.

The figures are based on Inland Revenue approved rates, which are reviewed annually, and are subject to annual negotiation with the Trade Unions.

Motor Cycle Rates:

Members using a private motor cycle for Agency business can claim a rate of **23.8 pence per mile** for all business miles. This figure is based on Inland Revenue approved rates, which are reviewed annually, and as such allows the Agency to a pay tax-free mileage allowance.

Bicycle Rates:

Members using a bicycle for Agency business can claim a rate of **12 pence per mile** for all business miles. This figure is based on Inland Revenue approved rates, which are reviewed annually, and as such allows the Agency to a pay tax-free mileage allowance.

Car or Motor Cycle Parking

Members can claim for any reasonable charges incurred for car or motor cycle parking whilst on official business. Car or motor cycle parking tickets must be attached to any claim.

Equality & Diversity Board Expenses Policy

All other expenses that are reasonable and necessary must be agreed in advance by the Agency, but may be subject to taxation.

REIMBURSEMENT OF EXPENSES

Expenses are reimbursed, one month in arrears. Expense forms should be completed and authorised by the North East Equality and Diversity Secretariat.

Receipts, must also be attached to the standard Expense Form. Failure to provide receipts will result in the claim being rejected.