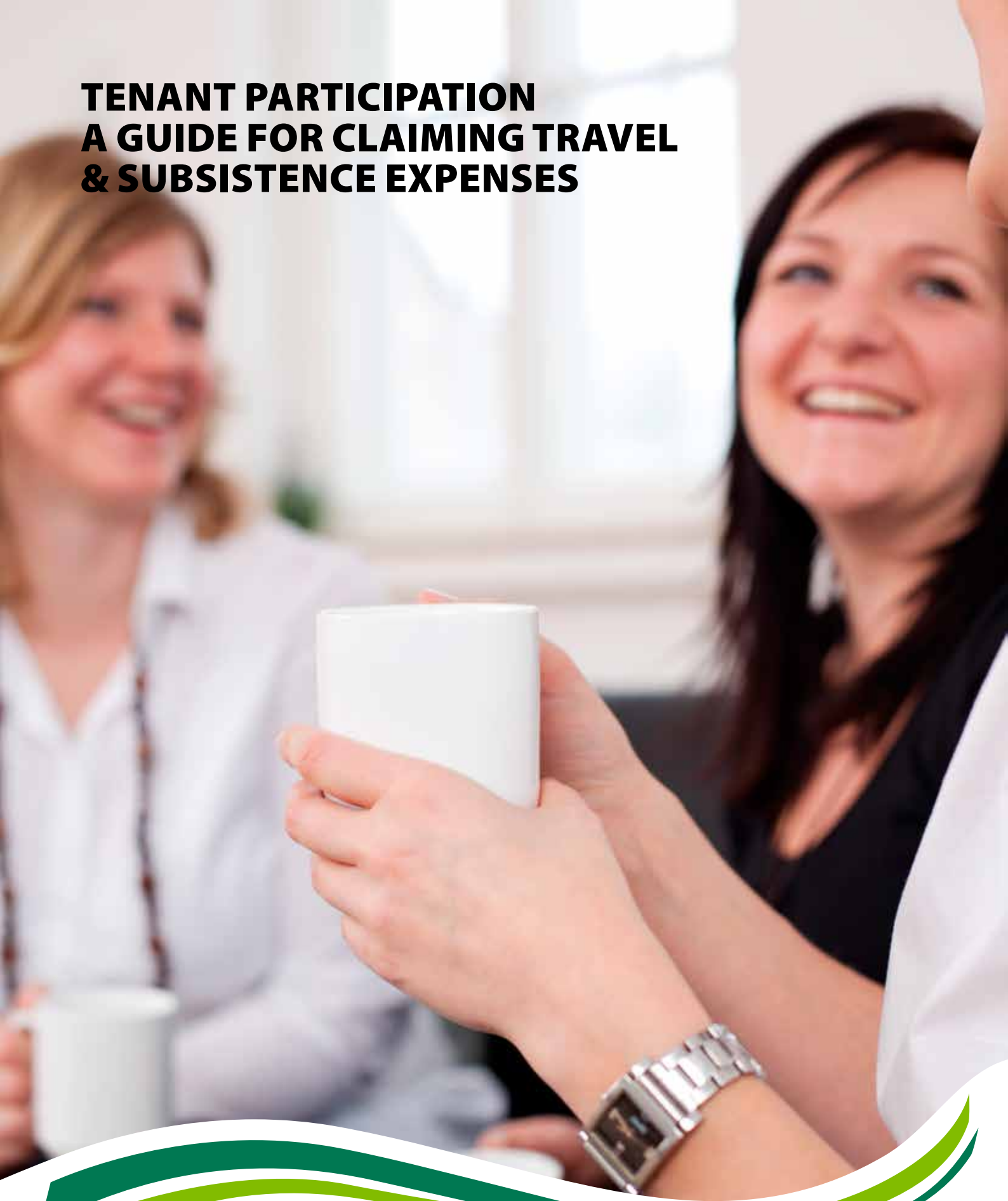


TENANT PARTICIPATION A GUIDE FOR CLAIMING TRAVEL & SUBSISTENCE EXPENSES



Caerphilly Homes
Cartrefi Caerffili



Introduction

Caerphilly Homes is genuinely committed to involving tenants in the running of its housing service. As a result we will ensure that tenants who get involved in the activities we organise are not out of pocket in terms of their expenses.

1. What expenses can be claimed for?

Travel Expenses
Carer/support expenses
Subsistence expenses

Additional guidance on the items included and the procedure that needs to be followed to claim are contained in the following table.

Travel Expenses

Travel Costs	Requirements
Public transport – including train and bus	Bus/train fares – ticket to be attached to claim form or if required for a return journey available for inspection upon request. N.B. Bus/train tickets for travel outside the borough (e.g. for an event) should be booked via the Tenant & Community Involvement team.
Mileage (Car sharing to venues is encouraged where possible)	Actual mileage travelled from home to venue and return journey can be claimed. Mileage rates: Car 45p per mile Motor bike 24p per mile Bicycle 20p per mile All journeys need to be entered on the expenses claim form (see appendix 1).

Travel Expenses

Travel Costs	Requirements
<p>Taxi fares (Taxi sharing to venues is encouraged where possible)</p> <p>These will only be paid when no other form of transport is available to the representative.</p>	<p>Taxi's need to be booked at least two days in advance by contacting the Tenant & Community Involvement Team.</p> <p>It will be your responsibility to ensure that you are on time for both your arrival and departure journeys.</p>
<p>Car Parking Fees</p>	<p>These can be claimed for the duration of the meeting (plus a maximum of 30 minutes surplus time).</p> <p>A receipt for parking fees will be required in order for a claim to be made and should be attached to the relevant expenses form (see appendix 1 and 2).</p>
<p>Travel outside of the borough boundary</p>	<p>Contact Tenant & Community Involvement team for guidance.</p>
<p>Support Worker travel costs</p>	<p>Where a tenant needs to bring a support worker with them the additional travel costs will be paid to the tenant and not the support worker in line with the criteria contained above.</p>

Carer/support expenses

Carer/Support	Requirements
<p>Dependent Care</p> <p>Carer expenses will be paid to enable you to attend a meeting if;</p> <p>You have to provide care for a family member(s).</p> <p>You have to arrange care for children under the age of 14 years. (payment will not be made in respect of care of children of compulsory school age during school hours).</p>	<p>Where payment is to be made to registered carers (which could be a family member), a receipt outlining the breakdown of care must be provided before any reimbursement can be considered.</p> <p>Where a non-registered carer is used please contact the Tenant and Community Involvement team for guidance.</p> <p>Current Rates as at 01/07/2013 are:</p> <p>Carer aged under 18; £3.68 per hour</p> <p>Carer aged 18 – 20; £4.98 per hour</p> <p>Carer aged over 21; £6.19 per hour</p> <p>Please note payments will be made to the claimant, not the carer (based on the minimum wage www.gov.uk/national-minimum-wage-rates).</p>

Subsistence expenses

Travel Costs	Requirements
<p>Meals</p>	<p>Refreshments and food will generally be provided by Caerphilly Homes where appropriate.</p> <p>In circumstances where food is not provided at an event the following will apply.</p> <p>For meetings over 4 hours but under 8 hours one meal can be claimed.</p> <p>Breakfast £5.08 (if leave home prior to 7am).</p> <p>Lunch £6.99 (if away for more than 4 hours, covering the period 12pm to 2pm).</p> <p>Tea £2.76 (if away for more than 4 hours, covering the period 3pm to 6pm).</p> <p>Dinner £8.65 (if away for more than 4 hours ending after 7pm).</p> <p>NB: This allowance does not apply to meetings arranged by Tenant & Resident Associations.</p> <p>Where possible meals should be taken at Council facilities where the Corporate hospitality card can be used.</p>

2. Who can claim?

Elected tenant representatives and individual tenants and residents who are invited to participate in events at which their opinions and suggestions on the housing service are specifically sought or where they are representing Caerphilly Homes in an official capacity.

3. How are expenses claimed?

Expenses can be claimed by completing a claim form (see appendix 1 & 2). Completed forms need to be returned to the Tenant & Community Involvement Team within 14 days of the actual event.

Contact the Tenant & Community Involvement Team if assistance is required to complete the form or if you have any queries regarding the claim.

Expenses can be paid via cheque, BACs or Cash. Please note cash payment will only be applicable for amounts under £35.

4. Where can I access a claim form?

Expense claim forms will be available from members of the Tenant & Community Involvement Team at every event. They can also be posted out on request. The claim form will also be available on the Caerphilly Homes website.

Additional information and support regarding reimbursement for items not included in this policy can be obtained by contacting the Tenant & Community Involvement Team.

Caerphilly Homes

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