

LEICESTERSHIRE and RUTLAND PANEL, REMAP

Technical Equipment for Disabled People

Rules for reimbursement of Expenses incurred by Panel Members

1.

The Panel Member may claim mileage expenses for all miles which accrue during his/her processing of each Referral.

2.

All mileages may be claimed for at the current rate agreed by the panel regardless of the engine cubic capacity of the vehicle used.

3.

Expenses should normally be claimed at the meeting following the completion of any referral, though for large expenditures, interim claims may be accepted.

4.

The mileages undertaken by the members in attending conferences, exhibitions, and meetings which have the recorded approval of the Panel, shall be met in full.

5.

All claims for mileages shall be submitted for approval and payment on the Form(s) provided. (The Chairperson shall hold blank forms for claims which may be made by the Members) If any claim(s) need to be met between Ordinary Meetings of the Panel, the Chairperson may authorise payment which shall be subject to ratification at the following Ordinary Meeting of the Panel.

6.

Expenses incurred by any Panel Member for manufacturing and for materials in the course of processing a Referral shall be met in full from Panel funds after submission of relevant receipts. Approval for reimbursement of other types of expenditure (including purchase of tools) shall be subject to individual approval by the Panel meeting. Any expenditure which is likely to exceed £300 shall be approved in advance by the Panel, or between Panel meetings by the Chairman.

All efforts shall be made for the recovery of these costs from the appropriate Government Department by the Hon. Treasurer so it is essential that adequate records be made.