



# Joint Local Access Forum (JLAF)

for Bath & North East Somerset, Bristol City and South Gloucestershire

## JLAF Member Expenses Claim Form APR08-MAR09

When complete, return to:

**Chris Hogg, Secretary to the JLAF**  
**Bath & North East Somerset Council**  
**Riverside**  
**Temple Street**  
**Keynsham**  
**BRISTOL**  
**BS31 1LA**

**Please ensure that you have read the information overleaf**

This form is for expenses incurred between 1<sup>st</sup> April 2008 & 31<sup>st</sup> March 2009

You can submit expense claim forms periodically, or in any case by the end of April 2009.

Name:

Address:

Post code:

Telephone:

### Travelling allowance

Date	Mode of transport (include cc if car or motor cycle)	Journey Details (start, stops and end points, reason for journey)	Mileage/ cost of ticket (ticket/ receipt must be attached)	Expense claimed

### Subsistence allowance

Date	Allowance (breakfast/ lunch/ tea/ evening meal/ absence overnight)	Reason for allowance claim / reason for journey	Cost (receipts must be attached)	Expense claimed (cost up to maximum allowance)

### Care of children or dependants

Date	Number of children/ dependants	Period of care	Cost (receipts must be attached)	Expense claimed (cost up to maximum allowance)

Claim for month/year:

 / 

TOTAL CLAIM:

£

I certify that this claim is accurate and expenses were incurred on approved business of the Joint Local Access Forum of which I am a member and the expenses in this claim have not been reimbursed by any other source.

Signed:

Date:

**BATH & NORTH EAST SOMERSET, BRISTOL CITY AND**

**SOUTH GLOUCESTERSHIRE COUNCILS**

**MILEAGE SUBSISTENCE AND CHILD CARE ALLOWANCES**

**PAYABLE TO MEMBERS OF THE JLAF – FOR EXPENSES INCURRED AFTER 1<sup>ST</sup> APRIL 2008.**

The Local Access Forums (England) Regulations 2007 provide for the appointing authority to meet any reasonable expenses incurred by a joint local access forum that they establish or by the members of the forum. The rates are based on these regulations with the Members Allowances Scheme of Bath & North East Somerset Council, and these regulations and the rules for Members Allowance Scheme shall be used in the application of these allowances.

Reasonable expenses incurred by the members of the forum are such expenses incurred by them in connection with their attendance at meetings of the forum and any other activities relating to the discharge of the functions of the forum, but only in respect of:-

- (a) Travel and subsistence costs
- (b) Any expenses of arranging for the care of their children or dependants.

The allowances will be reviewed from time to time by the Joint Local Access Forum Steering Group.

The allowances payable will be as follows:

**Travelling Allowances**

Travel by bicycle will be reimbursed at the rate of 40p per mile travelled.

Travel by public transport will be reimbursed at cost for journeys on a reasonable route by bus or second class rail. Receipts or tickets must be submitted with the claim.

Travel by motor cycle will be reimbursed at the rates per mile according to the engine capacity as shown:

Not exceeding 150cc: 8.5p per mile      Not exceeding 500cc: 12.3 per mile      Exceeding 500cc: 16.5p per mile

Travel by car will be reimbursed at the rates per mile according to the engine capacity as shown:

Up to 999cc: 42.9p per mile      Exceeding 999cc: 46.9p per mile

Passengers: for both motorcycles and cars, the rate per mile is increased by 1p for each passenger - to a maximum of 4 passengers.

**Subsistence Allowances**

Where absence from normal place of residence is greater than 4 hours, **but only in respect of activities outside of the Council's boundaries**, subsistence claims will be met on the basis of actual expenditure subject to the following:

The expenditure is considered reasonable.

Receipts are submitted with the claim.

Claimant must be prepared to justify expenditure if asked to do so.

*These rates shall be reduced by an appropriate amount in respect of any meal provided free of charge by an authority or body during the period to which the allowance relates.*

Each claim is to be accompanied by the appropriate receipts.

**Carer's Allowance**

The cost of arranging for the care of children or dependants by a registered carer will be reimbursed at actual cost to a maximum as shown below, subject to a maximum of 8 hours per occasion and the submission of copies of receipts for the expense incurred. Allowances are per child or person per hour of care.

Childcare (including after – school clubs)	£6	Childcare for a child with a disability or special needs	£8	Childcare for an adult with a disability or ill health	£8
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A claim for travelling and subsistence allowances shall be made in writing periodically or at any time until the end of the month following the financial year (April to March) in respect of which the claim relates. Claims are to be submitted to the Secretary of the Joint Local Access Forum.

These rates are based on travel, subsistence and carer's allowances as set within the Bath & North East Somerset Members' Allowances Scheme (the 'Scheme'), as approved by Bath & North East Somerset Council on 20th November, 2003 and modified on 17th March 2005 and 30th March 2006, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003.

The Scheme is published on the internet at [www.bathnes.gov.uk](http://www.bathnes.gov.uk).

Any further reimbursement will only be paid following the agreement by the Councils prior to those expenses being incurred.