

Appendix 2 to Financial Procedures

Policy and Procedures on the Payment of Expenses to LGEC Staff, Volunteers and Management Committee Members

Policy

- Where possible, goods and services should be obtained using the usual purchase ordering and invoicing system.
- It is recognised that this is not always possible and that travel and other out-of-pocket expenses paid for by employees need to be reimbursed by LGEC.
- With the exception of claims for mileage allowance, all expense claims must be accompanied by the appropriate receipts.

Procedures

1. Payment for expenses is made by BACS on the 19th of the month.
2. Claims for the previous month should be given to the Chief Executive by the 10th of the month. Claims missing this deadline may not be paid until the following month.
3. Staff are urged to submit claims monthly to assist financial management. Claims against a project that has already ended will not be paid.
4. All non-mileage expense claims should be accompanied by appropriate receipts.
5. Staff claiming mileage allowance for use of their car on LGEC business must sign the insurance declaration on the back of the expenses claim form.
6. In exceptional cases only, an expense claim payment may be made by cheque or BACS outside the usual payment cycle. This should be agreed in advance with the Chief Executive. A claim form with receipts attached must be provided as usual.