



May 2010

Kent LINK Governance Framework

Reimbursement of LINK Participant Expenses

Introduction

1. The Budget Sub Group of the Governors' Group has reviewed the LINK's expenses policy and propose the following changes.

Review of expenses policy

2. The Budget Sub Group seek LINK participants' agreement to the following:
 - 2.1. **Recommendation: That the LINK's Expenses Policy is clarified to ensure that all individuals approved by the Governors' Group to represent the LINK on external organisations shall be eligible for reimbursement of their expenses and not just those on the Panel of External Representatives.**
 - 2.2. **Recommendation: That there is no change to be made to the:**
 - a) 40p mileage rate
 - b) Additional payment of 2p per mile for carrying passengers on LINK business.
 - 2.3. **Recommendation: That, with regard to the payment of subsistence allowance of up to £5 for LINK participants on LINK business, who are away from home / work for over 4 hours, should not be required to submit receipts to support such claims.**
 - 2.4. **Recommendation: That claims for the preceding financial year submitted beyond the second week of April following the end of the financial year may not be payable.**

From Kent LINK Budget Sub Group
14 May 2010