

WLGA Members' Expenses Policy

Accommodation, Travel and Subsistence

1. When carrying out duties in relation to their WLGA role and representation, there will be instances when members incur expenses. This policy sets out the scope for who may claim, what may be claimed for, and the processes involved.
2. For all planned expenditure (accommodation, train tickets etc), the WLGA will make the bookings and pay the provider directly on behalf of the councillor(s) involved.
3. For ad-hoc expenses incurred (mileage, parking etc) a claim should be retrospectively completed and submitted to members@wlga.gov.uk Upon receipt of this, the Democratic Services team will approach the relevant WLGA Director/Head of Policy who requested / authorised the member's attendance. A copy of the claim form can be found at Appendix 1.
4. If a member's Authority has booked and paid for travel or accommodation related to WLGA business, an invoice should be submitted on a quarterly basis to members@wlga.gov.uk Upon receipt of this, the Democratic Services team will approach the relevant WLGA Director/Head of Policy who requested / authorised the member's attendance.
5. Those roles which are eligible for travel, accommodation and / or subsistence are the Senior Office holders;
 - Leader
 - Deputy Leader
 - Presiding Officer
 - Deputy Presiding Officer
 - Spokespeople
6. Reasonable travel and subsistence costs will be paid by the WLGA for Approved Duties set out in paragraph 8 below.
7. Travel and subsistence costs for all other meetings should be met by a member's own authority. In the case of dual-hatted members, costs should be met by the authority that they are representing on the WLGA.

Approved Duties for payment of Travel and Subsistence Costs

8. Approved duties for payment of travel & subsistence under the WLGA scheme are:

- Attendance as a WLGA appointed representative at meetings with Cabinet Secretaries/Ministers, Government Departments or with any other partner or stakeholder;
- Attendance as a WLGA appointed representative at meetings of any outside body - public, voluntary or charitable – on which the WLGA is formally represented;
- Attendance as the WLGA appointed representative at receptions, visits, conferences, seminars or other functions; and
- Attendance and involvement in WLGA events in their WLGA capacity. For example, chairing a seminar or presenting in their capacity as a WLGA Senior Officer holder rather than attending as the representative of their own local authority.

Train Journeys

9. The expectation is that planned train journeys are booked in advance for members by WLGA officers using the WLGA corporate account (currently with Transport for Wales) as per paragraph 2. Where, for whatever reason, this has not happened, the WLGA will reimburse rail fares, *based on the standard fare*, with the expectation that reasonable effort be made to book as far in advance as possible to secure the best rate available.

Journeys by Car, Motorcycle or Bike

10. Wherever possible, members are expected to travel by public transport. Where it is necessary for a member to use their own vehicle or bicycle when on approved WLGA duties, mileage will be paid at the HMRC approved rate.

Journeys by Air

11. The expectation is that planned flights will have been booked in advance for members by WLGA officers so that preferential rates can be sought. Where it is necessary for a councillor to travel by air, either within the UK or overseas, reimbursement will be on the basis of an economy class air fare.

12. In exceptional circumstances, the WLGA will cover the cost of a premium economy or business class fare. Members' must provide a clear explanation, including any medical notes, of why travel by business class is necessary, which should be agreed by the WLGA Chief Executive prior to the booking being made. The WLGA will not cover or reimburse the cost of first-class air travel.

Overnight Accommodation

13. As per paragraph 2, the expectation is that WLGA officers will book and arrange payment for accommodation for members in advance. Where this has not been possible, the cost of overnight accommodation will only be reimbursed when:
 - A member attends a residential event as a WLGA appointed representative;
 - Attendance at a non-residential meeting by a member as the WLGA's appointed representative would require them to leave home before 7.00am or arrive back home after 11pm.
14. If you are claiming back overnight accommodation via expenses, you will be subject to the IRP determined limits. This means the WLGA may not be able to reimburse the full cost(s) incurred.
15. If a member's authority has booked overnight accommodation in relation to approved WLGA business on a member's behalf, they should invoice the WLGA accordingly on a quarterly basis. If a member has booked and paid for their own accommodation, reimbursement will be subject to the limits set by the IRP.
16. The WLGA will not reimburse claims for alcoholic beverages.

Reimbursement of Expenses

17. Receipts must be provided for all travel and subsistence claims. No claim will be paid unless a valid receipt is provided.
18. Claims should be submitted promptly identifying clearly and fully the meeting to which the claim refers. Reference to a meeting as "LGA, London" for example will not be sufficient and will delay reimbursement of the claim.

Publication of Costs Incurred and Expenses Paid

19. Members should be aware that as per the policy of the LGA, details of amounts claimed will be published on the WLGA website. An example of the published data can be seen at [LGA Councillors' Expenses 2022-23.xlsx \(live.com\)](https://www.lga.gov.uk/LGA_Councillors_Expenses_2022-23.xlsx)

WLGA Members' Claim Form

Welsh Local Government Association

Councillor Expenses claim (to be submitted to members@wlga.gov.uk)

NAME :
(Name to be Printed)

Date	Details (if mileage, please include details of <u>where</u> travelled to and from and total number of miles travelled)	Travel & Subsistence		
		Other	Total	
		Please attach receipts if not for mileage or staying with friends & family		
		£	£	£
		Totals		£

I hereby certify that the above details contain an accurate statement of sums incurred by me.

SIGNED :

AUTHORISED :

(to be completed by WLGA staff)

PRINT NAME:

PRINT NAME:

DATE :

DATE :

(Payment will not be made unless duly authorised)

BANK DETAILS

ACCOUNT NAME:

BANK:

SORT CODE:

ACCOUNT NUMBER: