



## Solihull Parent Carer Forum - Reimbursement of Expenses Claim Form

Name: \_\_\_\_\_

### Expense Claims

Date	Activity / Event	Item (eg mileage, parking, meals, childcare). Please attach evidence eg receipt, for each item.	Amount (£)

**GRAND TOTAL OF CLAIM £** \_\_\_\_\_

Signed (Volunteer) \_\_\_\_\_ Date Claimed \_\_\_\_\_

Approved \_\_\_\_\_ Countersigned \_\_\_\_\_

(Management Committee Member)

(Management Committee Member)

Date Approved \_\_\_\_\_

## Rate Table

Item	Details	Rates
<b>Travel &amp; Subsistence</b>	Mileage at HMRC approved rates. Current tax year 2018/19	Cars and vans: 45p for the first 10,000 business miles in the tax year, then 25p for each mile over 10,000; motorcycles: 24p per mile bicycles: 20p per mile.
<b>Subsistence</b>	Food/snacks consumed where meals form part of the meeting or occur during the time spent on activities	Max Daily spend £25 per person
<b>Childcare</b>	Childcare paid for all activities for Management Committee group members or anyone representing the forum on agreed activities	Maximum of £80 per full day or £40 per half day If childcare costs will exceed this amount it must be approved in advance by the Management Committee
<b>Time &amp; Expertise Level 1</b>	<ul style="list-style-type: none"> <li>● Attending management committee meetings</li> <li>● Representing the forum at Local Authority or other professional meetings / events</li> <li>● Organising / running an event</li> <li>● Attending regional / national parent forum events</li> <li>● Promotional work eg delivering leaflets, posters, filling envelopes.</li> </ul>	Hourly rate tbc
<b>Time &amp; Expertise Level 2</b>	Professional activities for operating and developing the forum eg IT, financial, marketing	Hourly rates to be agreed by officers on an individual basis