

APHA Operating Arrangements

Section 7 - Scheme of Allowances & Expenses

7.1 Introduction: This scheme clarifies who and for what purposes, representatives can claim expenses whilst representing the Association of Port Health Authorities (APHA).

7.2 Executive Board: Under normal circumstances expenses and allowances for attendance at the APHA Executive meetings should be payable through the Local Authority that the member represents. Members should clarify with the Authority they represent that they are willing to sponsor such membership before seeking election/appointment.

7.3 There may be exceptions to the above e.g. Associate members. They may make representation to the APHA Executive Board for funding of all reasonable travel and subsistence expenses. This agreement must be minuted and the duties clearly defined to the individual before they undertake those duties.

7.4 PLaN Groups: Attendance PLaN Group events are governed by the same provision for the Executive Board as detailed above.

7.5 External Meetings & Events When an individual represents APHA at an external meeting or event and funding from, for example, the individual's own Authority, is not available, APHA may pay all reasonable travel and subsistence expenses. Attendance would normally require the approval of the Chair or Company Secretary who may include conditions such as the production of a report detailing the outcomes from the meeting or event and/or an article for the Newsletter.

7.6 Allowances: The following rates are included for guidance and should be adhered to wherever possible. It is accepted that there may be occasions when the amount claimed exceeds the rate applicable. These may be paid, subject to authorisation by the Chair, provided the costs are receipted. Travel and other incidental costs such as rail, bus, car parking etc may be claimed for the receipted amount.

a. Mileage rate

A flat rate mileage allowance of 45 pence per mile will be payable.

b. Subsistence:

Breakfast, for those people leaving home before 7:00 am	£6.45
Lunch when not made available at the event	£8.65
Dinner for those who cannot be home before 19:30 pm	£17.35

c. Overnight accommodation per night:

Outside London	£100.52
Inside London	£126.90

7.7 Receipts: Receipts are required to evidence the spend where appropriate (e.g. they are not required for mileage) and should be submitted together with a form detailing the claim to the Finance Team at Medway Council normally within one month of the event attended.