

Resident Expenses - Guidance

Travel: Car	Criteria:	<ul style="list-style-type: none"> • Costs incurred on LiveWest's business including attendance at external events approved by a member of the Resident Engagement Team • Details of the route travelled must be provided
	Amount:	<ul style="list-style-type: none"> • 45p per mile in line with HMRC guidelines
	Process:	<ul style="list-style-type: none"> • Completion of a resident expenses claim form
Additional Passenger Payment:	Criteria:	<ul style="list-style-type: none"> • Additional payment for passengers (not from the same household) also travelling on LiveWest's business including attendance at external events approved by a member of the Resident Engagement Team • Must provide the number of miles travelled by the passenger and their name
	Amount:	<ul style="list-style-type: none"> • 5p per mile in line with HMRC guidelines
	Process:	<ul style="list-style-type: none"> • Completion of a resident expenses claim form by vehicle driver
Travel: parking	Criteria:	<ul style="list-style-type: none"> • Parking costs incurred when on LiveWest's business including attendance at external events • Parking receipt must be provided
	Amount:	<ul style="list-style-type: none"> • As required
	Process:	<ul style="list-style-type: none"> • Completion of a resident expenses claim form
Travel: Train/Bus	Criteria:	<ul style="list-style-type: none"> • Costs incurred when on LiveWest's business including attendance at external events • Proof of travel and cost must be provided (receipt/ticket) • Train tickets can be purchased in advance via the Resident Engagement Team
	Amount:	<ul style="list-style-type: none"> • The cost of a 2nd class rail ticket • Cost of bus fare
	Process:	<ul style="list-style-type: none"> • Completion of a resident expenses claim form
Travel: Taxi	Criteria:	<ul style="list-style-type: none"> • Costs incurred when on LiveWest's business including attendance at external events • Lack of suitable public transport • Mobility issues • When group travel by taxi is more cost effective than individual fares • If required, taxis can be arranged via the Resident Engagement Team
	Amount:	<ul style="list-style-type: none"> • As required
	Process:	<ul style="list-style-type: none"> • Completion of a Resident Expenses Claim Form

Travel – General	If a resident engagement activity is offered in a number of locations, residents will be expected to attend the event closest to their home, unless there is a valid reason for not being able to attend on that date.	
Care Costs: Child/Adult	Criteria:	<ul style="list-style-type: none"> • Costs incurred when on LiveWest's business including attendance at external events • Payment to non-relatives and non-household members
	Costs	<ul style="list-style-type: none"> • Must be agreed by a member of the Resident Engagement Team
	Process	<ul style="list-style-type: none"> • Completion of a Resident Expenses Claim Form • Receipt must be included
Overnight Accommodation Costs:	Criteria:	<ul style="list-style-type: none"> • Costs incurred when on LiveWest's business including attendance at external events • If you: <ul style="list-style-type: none"> - Have to leave home before 6am to attend a meeting - Won't get home until after 9pm - Have to attend meetings in the same locality on consecutive days
	Process:	<ul style="list-style-type: none"> • Bookings to be made by a member of the Resident Engagement Team
Refreshments:	Criteria:	<ul style="list-style-type: none"> • Breakfast <ul style="list-style-type: none"> - If you leave home before 6.30am • Lunch <ul style="list-style-type: none"> - When attending a meeting at LiveWest's office • Dinner <ul style="list-style-type: none"> - If you return home after 8pm or attend an evening meeting • Breakfast Overnight Stay <ul style="list-style-type: none"> - Booking for breakfast will be made by a member of the Resident Engagement Team when booking accommodation • Dinner Overnight Stay <p>No costs for alcoholic drinks All receipts must be provided</p>
	Amount	<ul style="list-style-type: none"> • Breakfast: <ul style="list-style-type: none"> - Maximum of £6 • Lunch: <ul style="list-style-type: none"> - £5 • Dinner: <ul style="list-style-type: none"> - Maximum of £10 • Dinner Overnight Stay: <ul style="list-style-type: none"> - Maximum of £15
	Process	<ul style="list-style-type: none"> • Completion of a resident expenses claim form