

# National Review of the Representation and Support of Community Pharmacy Contractors in England

## Review Steering Group Expenses Policy

From December 2020

### 1. Introduction

- a. PSNC agrees to reimburse the company of Review Steering Group (RSG) Members, for reasonable expenses incurred wholly, exclusively and necessarily in conducting RSG business, from within the budget allocated to RSG.
- b. This document sets out the conditions under which claims will be paid and the process to be followed.
- c. The Resource Development and Finance subcommittee of PSNC may review expenses claims by individual RSG Members.

### 2. Chargeable occasions

- a. This policy is designed to ensure that RSG Members are not penalised financially for activities undertaken on behalf of RSG.
- b. The underlying principle is that expenses are payable for occasions where RSG Members are working on behalf of RSG and have been requested to do so by the Convenor, Secretary or working group lead.
- c. Claims are payable for the following events:
  - i. RSG meetings
  - ii. RSG workshops
  - iii. RSG working groups e.g communications
  - iv. Other RSG driven ad-hoc meetings
- d. Claims for other meetings must be authorised in advance by the Secretary.

### 3. Expenses covered

- a. RSG work is expected to be conducted through virtual meetings, and will be dealt with as follows:
  - i. RSG working groups - 50% of day rate payable per day depending on format
  - ii. RSG meetings - 50% - 100% of day rate payable per day depending on format

### 4. Claims process

- a. Expenses should be submitted using a company invoice with no VAT added. The invoice should state that the supply to which it relates falls outside the scope of VAT and contain the dates and nature of meetings attended. A template is available if required.
- b. Invoices should be submitted electronically to [salha.mansour@psnc.org.uk](mailto:salha.mansour@psnc.org.uk) or by post to her at PSNC Office, 14 Hosier Lane, London, EC1A 9LQ
- c. Copy receipts are required for all travel claims over £10. These can be scanned and submitted electronically. **Original receipts should be retained for claimant's company's tax records** but PSNC reserves the right to inspect them.
- d. All invoices are approved by the RSG Secretary / PSNC Director of Contractor & LPC Support prior to payment by the Finance Manager.
- e. Claims must be submitted regularly and preferably within 3 months. PSNC policy is that expenses not claimed within three months of the financial year end will not be reimbursed.

## **5. Rates**

- a. Current rates are set at:
  - i. Daily allowance = £250 (£125 for half day).
  
- b. The daily allowance was set in the Terms of Reference for the RSG.

## **6. Payment process**

- a. PSNC will make payment directly into the claimant's company's bank account.
- b. A list of bank account details is maintained by the Finance Manager.
- c. The Finance Manager will confirm these details at least once a year with members.
- d. In exceptional circumstances a cheque may be issued to the claimant's company.

## **Approved and Review**

Date policy approved by RSG 27<sup>th</sup> January 2021  
Consulted with – PSNC Finance Manager  
Version 1.0