



POSITIVE FUTURES

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Name of Procedure:	Procedure for staff and volunteers in adult services on being reimbursed for using their vehicle for journeys with, or on behalf of, the people we support		
Policies this procedure is governed by:	<ul style="list-style-type: none">• Vehicles Policy• Personal Finances Policy and Procedure – Supported Living Services		
Lead Person:	Finance Director		
Next Review Date:	17.01.20		
Change Record			
Issue Date	Nature of Change	Ratified by	Date ratified
16.09.13	First issue	MD	12.09.13
17.01.17	Removal of key points; no other changes	MD	05.12.16

Signed: Emma Hogg, Personal Assistant

Date: 17.01.17

Procedure for staff and volunteers in adult services on being reimbursed for using their vehicle for journeys with, or on behalf of, the people we support

Aim

To outline the process for staff and volunteers to claim reimbursement for journeys taken in their own vehicle and explain the authorisation process for journeys with, or on behalf of, people we support.

Context

Staff doing journeys with or on behalf of the people we support provide the people we support with a flexible and economical solution to their transport needs. We need to have a transparent process that allows timely payment for the journey made and that these payments are legitimate and correctly recorded and approved.

We have consulted extensively with our staff and the people we support to agree this procedure.

Procedure

The people we support will be charged by Positive Futures for journeys taken in a staff member's vehicle or for journeys taken by the staff member on their behalf. The staff member will issue a Positive Futures' invoice and the person we support will pay the member of staff directly.

Every house in Supported Living Services will have a Positive Futures duplicate invoice book available for use by staff and the people we support. For Peripatetic Services, each staff member will be given an invoice book.

Staff will ensure:

- A Positive Futures invoice is completed detailing the date; the journey made; distance travelled; which people we support were travelling in the vehicle; the rate per mile (or fixed charge) the person is being charged; and the total cost of the journey.
- The invoice is signed by the staff member and the person we support (if he / she has capacity to do so).

If the person we support manages his / her own money:

- His / her consent to this procedure should be confirmed using the Support Agreement.
- A Positive Futures invoice is given to the person we support.
- The person we support pays the staff member on the day of the journey.
- The staff member initials and writes "PAID" on the invoice given to the person we support when it has been paid.
- Where applicable, the payment and invoice is recorded and placed in the finance records kept by the person we support.

If the person we support does not manage his / her own money:

- His / her representative's consent to this procedure should be confirmed using the Support Agreement.
- The payment is entered on the person we support's Personal Finance folder transaction sheet, with the invoice attached.
- Staff member takes the exact amount of money from the person's cash tin on the day of the journey.
- If 2 members of staff are on shift, the second member of staff should countersign the invoice and the payment.

The controls and checks around the finances of the people supported, including daily verification of cash balances, as set out in the Personal Finances Policy and Procedure – Supported Living Services should still be applied.

Review of invoice book

The Deputy Service Manager or Coordinator should countersign the duplicate page in the invoice book to authorise the claim made. This should be done on a monthly basis as a minimum. Staff members carrying their own invoice book should have these countersigned as soon as possible but monthly as a minimum. Any discrepancies should be highlighted to the Service Manager.

The Deputy Service Manager or Coordinator should not countersign the duplicate invoice page for any invoices for journeys they themselves have made. These should be authorised by the individual's line manager.

Any invoices for journeys that have been paid for and have subsequently been found to be incorrectly invoiced (or are disputed by the person we support) shall be repaid by Positive Futures immediately to the person we support and recouped from the staff member concerned.

Unsubstantiated or dishonest claims made by staff will be treated as a disciplinary matter.

Each page of the invoice book will be pre-printed with an invoice number. Any missing pages should be highlighted to the Service Manager. Once a book has been completed, it should be held in the Service office in line with our Archiving Policy.

What mileage can be claimed?

Mileage can be claimed for journeys taken in staff vehicles with a person we support that are not Positive Futures' journeys. An example of a Positive Futures' journey would be taking a person we support to a review meeting with the HSC Trust. Where the journey involves more than one person we support, staff should invoice each person separately for an equal share of the cost.

There may be circumstances where staff make journeys in their own vehicle on behalf of the people we support, where the person we support does not travel in the vehicle, for example, shopping, collection of medication etc. These journeys can also be claimed in the same way. If the journey is on behalf of more than one person we support, again, staff should invoice each person separately for an equal share.

Mileage rates

We have separate rates for cars, vans and motorbikes.

Cars and Vans

On the first 10,000 miles in the tax year	40p per mile
On each additional mile over 10,000 miles	25p per mile

Motorcycles

24p per mile

The people we support and staff may agree to a fixed charge for particular journeys. These should be agreed between Positive Futures and the person we support or his / her representative and recorded in the Support Agreement. These fixed charges must NOT equate to more than 40p per mile for that journey.

Related documents

Procedures

Forms / Templates
<ul style="list-style-type: none">• Positive Futures duplicate invoice book