



How do you get your money back?

1. Complete the expenses claim form which you can obtain at the meeting you attend.
2. Post to the Council or give to the meeting coordinator/administrator to return it on your behalf.
3. Complete the expenses claim form and take it to our payments counter at the Civic Centre if you wish to be paid in cash. Your claim must be authorised through the partnership team before it can be paid.
4. Make sure your receipts are included with your claim form.

Claims should not be left for longer than 4 months (unless their are special circumstances). This is a monitoring requirement.

Submitting a request form:

To submit claims, request forms, or if you have any questions about your entitlement and for further information contact:

Alison Rigg
 Senior Partnership Officer
 Chief Executive's Dept
 Gateshead Civic Centre
 Regent Street
 Gateshead NE8 1HH

Tel: 0191 433 2026
Email: alisonrigg@gateshead.gov.uk

The expenses policy can be seen at: www.gateshead.gov.uk



GSP

Member Expenses Policy



Why is there a Policy?

We recognize the importance of involving the community and voluntary sector who are attending steering group meetings, themed partnerships and area forums to participate and give their views.

This policy was created to make sure that people who get involved are not left out of pocket as a result.

What can you claim for?

- Public Transport
- Nexus Care Service/TaxiLink
- Car mileage at the agreed Gateshead Council rate per mile
- Car parking charges
- Taxi costs (with prior agreement)
- Costs for lunch or other meals (with prior agreement)
- Child care costs (with prior agreement)
- Dependant relative carer costs
- Costs for a carer/PA - if you need one to get involved
- Accommodation costs if you have to stay overnight somewhere (where this has already been agreed)

Who can claim?

- Representatives attending any of the following meetings:
- GSP Steering Group
- Children and Young People Partnership
- Health and Social Care Partnership
- Safer Stronger Communities and Culture Partnership
- Economy, Skills, Housing and Transport Partnership
- Central Area Forum
- East Area Forum
- Inner West Area Forum
- South Area Forum
- West Area Forum

Everyone making a claim will need to:

- Complete and sign an expenses claim form
- Keep receipts
- Provide your bank details if you want to be paid directly into your account.

