

Tenant & Community Involvement Team

Expenses

How to claim



Cartrefi Caerffili
Caerphilly Homes



Mae'r ddogfen hon ar gael yn Gymraeg, ac mewn ieithoedd a fformatau eraill ar gais.
This document is available in Welsh, and in other languages and formats on request.

Introduction

Caerphilly Homes is committed to involving tenants in improving housing services. We will make sure that any tenants who get involved in our activities are not out of pocket in terms of their expenses.

What expenses can I claim for?

Travel

Refreshments

Carer / Support

Additional information can be found on the next few pages.

Who can claim?

Tenants and residents who are invited to participate in Caerphilly Homes events or when they are representing Caerphilly Homes in an official capacity.

How can I claim expenses?

Complete an expenses form and return to the Tenant and Community Involvement Team. Contact the Tenant & Community Involvement Team if assistance is required to complete the form or if you have any queries regarding your claim.

Expenses can be paid by cash or direct to your bank / post office account. Please note cash payment will only be paid for amounts under £35.

Travel Expenses

You can claim for...

- **Public transport (Train / Bus)** - ticket or receipt to be attached to claim form.
- **Mileage** - Actual mileage travelled from home to venue and return.

Mileage rates are:

- Car 45p per mile
- Motor bike 24p per mile
- Bicycle 20p per mile

An expenses claim form needs to be completed.

- **Car Parking Costs** - You can claim for the whole time of the event / meeting plus an additional 30 minutes. You will need a receipt for parking costs and it should be attached to the relevant expenses form.
- **Travel outside of the County borough** - Please contact the Tenant & Community Involvement Team for guidance.
- **Taxi Fares** - We can also arrange for you to have a taxi to events - there will be no cost to you. If you need a taxi, please contact the Tenant & Community Involvement team at least two days in advance of the event / meeting. Taxi sharing will be arranged where possible. Please make sure you are on time for both your arrival and departure journeys.

Carer / Support Expenses

- **Support worker travel costs** - If you need to bring a support worker with you any additional travel costs for the support worker will be paid to you.
- **Carer expenses** - If you want to come along to an event / meeting but you have to provide care for a family member(s) or if you have to arrange care for children under the age of 14 years we can help to pay for someone to care for them. (Payment will not be made in respect of care of children of compulsory school age during school hours).
- **Registered carers** - If you need the support of your carer to come to an event / meeting (which could be a family member), a receipt outlining the breakdown of care must be provided before any reimbursement can be considered.
- **Need help to find support or a carer for an event / meeting** - Please let the Tenant & Community Involvement Team know when you book your place on an event / meeting if you need help to find someone to support you at the event.

Refreshment Expenses

- At our meetings / events, refreshments will be provided where appropriate.
 - If food is not provided at an event that you are attending or for meetings over 4 hours but under 8 hours one meal can be claimed.
 - Breakfast £5.08 (if leave home prior to 7am)
 - Lunch £6.99 (if away for more than 4 hours, covering the period 12pm to 2pm)
 - Tea £2.76 (if away for more than 4 hours, covering the period 3pm to 6pm)
 - Dinner £8.65 (if away for more than 4 hours ending after 7pm)
- NB: This allowance does not apply to meetings arranged by Tenant & Residents Associations.
- We encourage meals to be taken at council facilities where possible.
All claims need a receipt.

How can I get a claim form?

Expense claim forms will be available from members of the Tenant & Community Involvement Team at every event. They can also be posted out on request. The claim form is also available on the Caerphilly Homes Website.

For any queries about expenses please contact the Tenant & Community Involvement Team.

Address: Tenant & Community Involvement Team
Public Sector Housing
Business and Technology Centre Tredomen Park
PO Box 129
Hengoed
CF82 9BQ

Telephone: 01443 811433 / 01443 811434 or text 07919 627530

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