

DCUSA Expenses Procedure

1. OVERVIEW

1.1 Under the terms of the DCUSA, Panel Members and members of Working Groups are entitled to reclaim any costs and expenses they incur in holding or travelling to and from meetings of DCUSA Ltd.

2. PROCESS

2.1 The following process was implemented on 28 February 2008:

- All claim forms must be submitted using the company expenses claim form.
- All claims must be reasonably incurred. Members are requested to use the most cost-effective travel available and to remember that expenses are ultimately reimbursed by all DCUSA Parties. If a rail or a plane journey is undertaken, standard, second-class or economy fares are recommended.
- All claims must be supported by evidence of expense being incurred, e.g. payment voucher, copy invoice, receipts etc.
- All completed claim forms, with supporting evidence e.g. receipts for previous meeting costs, must be submitted either in hard copy or electronically (i.e. scanned copy of signed form and receipts) at least 5 Working Days before each planned monthly Panel meeting to the Secretariat.
- All claim forms are collated by the Secretariat and a report is provided to the Panel Chair (“the Primary Authoriser”), including confirmation that all claims are supported by valid receipts, for authorisation.
- Where there is a claim by the Panel Chair, a report is submitted by the Secretariat to another agreed Panel member (“the Secondary Authoriser”) to enable the claim to be authorised.
- The Primary and Secondary Authorisers confirm authorisation by email to the Secretariat who will then raise the required cheques.
- Payment of claims will be made following the Panel meeting at which the claim form is presented to and authorised by the Panel Chair.
- All claims must be submitted in a timely manner. Notwithstanding the requirement in the DCUSA to submit claims no later than 20 Working Day following the end of the relevant Financial Year, Parties are asked where possible to submit within 3 months of the date in which they are incurred.

3. QUERIES

3.1 Any questions regarding the expenses procedure should be directed to the DCUSA Help Desk - DCUSA@electralink.co.uk / 020 7432 3011.