

## Reimbursement to individuals for committee expenditure

### General

Expenditure incurred by individuals on behalf of an Assembly Committee is subject to the same approval process as any other expenditure by the committee. The expenditure must be properly authorised by the committee in accordance with the regulations as summarised and explained in the *Committee Payment Procedures*.

The payment of accounts by an individual is not the primary way to incur committee expenditure. It is only appropriate where there are legitimate reasons to depart from the regular payment process. Typically expenses incurred in this way will be relatively small.

The approval of committee expenditure including under this policy is a committee responsibility, and not one which can be delegated to an individual (e.g. convener).

### Policy

- The relevant expenditure should be approved by the committee in advance of the purchase being made, in accordance with the above mentioned procedures.
- The approval of expenditure is a separate process to having the committee budget approved by the Commission of Assembly.
- Before incurring any expense on behalf of the committee, an individual should be properly authorised to do so by resolution of the committee. In doing so the committee will consider why it is necessary for the individual to be asked to make the payment rather than process the payment in the regular way.
- The committee is responsible for ensuring that the claim for reimbursement is consistent with the approvals which have been made.
- The committee is responsible for submitting the reimbursement request to the PCV office with accompanying documentation.
- The individual remains responsible and personally liable for any expenditure incurred without the prior approval of the committee and authorisation to meet that expenditure.
- An individual is not under any obligation to make payments on behalf of a committee. If payment is to be made this way it can only be with the voluntary agreement of the individual concerned.
- The committee delegate may submit reimbursement requests to the PCV office in hard copy or by email provided that all the required information is included with the request.
- Reimbursement requests must be submitted no later than 3 months after the expenditure has been incurred.

**Procedures**

1. Committee approves the expenditure in the regular way.
2. Committee authorises the individual to make payment on behalf of the committee.
3. Individual incurs the expenditure in accordance with the approval and authority given by the committee.
4. Individual submits a request for reimbursement to the committee (not to the PCV office) for approval. The request must include receipts for expenditure incurred.
5. Committee or its delegate (usually the convener or secretary) checks that the documentation is complete and the expenditure is consistent with the approval already made. The committee delegate cannot be the same person as the individual seeking reimbursement.
6. Committee delegate submits the reimbursement request to the PCV office including:
  - a. Name of person to be paid (and bank details if not already on file)
  - b. Amount to be reimbursed
  - c. Copies of receipts for reimbursement claimed
  - d. Number of committee minute authorising the expenditure
  - e. Account number(s) to charge the expense to
  - f. Authorisation signature on behalf of the committee.
7. PCV office will return incomplete reimbursement requests to the committee delegate.
8. Payment requests received direct from anyone other than a committee delegate (including the individual) will be returned and not processed. Any email cc'd to the PCV office from such persons will be ignored and no action will be taken.
9. Any issues arising from the individual are to be addressed to and dealt with by the committee.
10. PCV office will generally process routine reimbursements within 7 days of receipt of the compliant request.