

Control and Administration of Research Expenses

The County Council will provide meeting rooms whenever possible but if not available or required late into the evening they will pay for two hours at Glenfield Parish Council.

Under our supervision and control they will pay reasonable travel expenses to productive researchers

Over and above those expenses that the County Council will cover under our supervision, there will be some costs incurred to our common benefit for items which can be made available to all researchers or will form part of an evidence chain. To cover these costs, contributions are welcome from all user groups working to these common ends.

The Access Forum's Unrecorded Ways Committee have nominated five of its members to act as authorisers and they must always act in pairs The County Council will hold these funds on our behalf and disburse them under these authorities. (2 from 5)

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- Contributions from user organisations etc. must be properly acknowledged and receipted.
- All contributors to the fund must have access to itemised income and expenditure records.
- Likely expenditure is envisaged
 - Use of County Record Office or other Archives
 - Paper copies of evidential documents
 - Purchase of digital copies of documents
 - Photography permits (We can use the County Council licence)(Need to check whether we need to reimburse them)
 - Photocopying
 - Stationary and computer supplies
 - Postage
 - Memory Sticks
 - Costs of staging Training Courses
- Expenses will only be paid to sub-committee members or previously registered researchers and by prior arrangement. Those who are so authorised may incur expenses up to £30 without prior authority when necessary subject to advice to the authorised signatories at the earliest opportunity.
- Otherwise written (e-mail) approval must be obtained in advance from two members of the authorising group– claimants cannot authorise their own expenses.
- Expenses cannot normally be paid in advance unless exceptional circumstances can be demonstrated by the claimant
- Travel should wherever possible be by public transport and expenses claims must be accompanied by a receipt or ticket. Car costs can be reimbursed if use of a vehicle is cost effective or necessary
- Other expenses must be accompanied by a receipt wherever possible.
- In all cases a properly completed and authorised claim form must be submitted before a payment is made. The group will create a standard request form to be used by claimants
- Whenever possible we will ask Leicestershire County Council (LCC) to purchase items for us even if at our expense
- Expenses for overnight accommodation and associated sustenance can only be paid in exceptional circumstances and strictly by prior sanction.
- Whenever the funds drop below a deemed minimum float, we will make additional requests for funding from contributors

