

London BOROUGH OF HARINGEY

CLAIM FOR EXPENSES

Notes

1. As set out in the Member's Allowance Scheme, Part 6 of the Constitution, councillors and voting co-opted members can claim expenses incurred for the care of dependents to enable them to attend Council meetings.

Reimbursement will be made at the London Living Wage. The period of payment should include the time of the meeting, together with travelling time of the member reaching the meeting, plus any necessary and reasonable travelling expenses of the carer/ babysitter to and from their home.

To note that Children over the age of 16 cannot be claimed for, unless suffering from an illness or disability making constant care essential.

2. The London Living Wage amount of £11.95 per hour can be claimed.
3. There is an attached form overleaf to support claims for these expenses. This must be signed both by the Councillor/ Voting Co – opted Member who employed the babysitter/carer, and also by the babysitter/carer. Please also provide a receipt for travel of the babysitter/ carer to and from their home.
4. Payment will be included in the next monthly allowances payment.
5. Claims must be submitted the Mayor & Business Support Officer within three months of the date of the duty.
6. If you have any queries or need advice on completing the form, please email

For office use only

Date Received _____ Checked _____ Authorised _____

London Borough of Haringey

CLAIM FOR CHILDCARE AND CARER EXPENSES

Please read the notes overleaf before completing this form.

This part to be completed by the Councillor/ voting Co-opted Member
(i.e. the person who attended the Council Meeting)

Your Name: Councillor / Voting Co-optee _____

Address: _____

Title of meeting attended _____

Date of meeting _____

Time journey commenced to
The meeting _____

Time you arrived at home after the meeting _____

**After asking the baby/sitter/carer to complete the following section,
please then sign and date the Declaration at the bottom of this page.**

This part to be completed by the babysitter/carer

Your name: Mr/Mrs/Miss/Ms _____

Address: _____

I confirm that I have been paid £ _____ by the person whose name and
address is given above, to look after their children/dependants.

Travelling expenses of the carer/ babysitter to and from their home.£.....
[Please attach receipt for payment of travel expenses or indicate amount if
contactless or oyster card was used on public transport]

Time babysitter/carer
duties commenced _____ Time finished _____
Signed _____ Date _____

Declaration by Councillor/ Voting Co-opted Member

I confirm that I paid the babysitter/carer named above the amount stated, to enable me to attend a council meeting on the date and time shown. The babysitter/carer does not live with me and I would not have been able to attend the meeting without this support.

I claim reimbursement of the expense.

Signed _____ Date _____

[Members claimed expenses for travel and baby sitting and carers support is published on an annual basis in May.]