

Claiming spoilt and standby meals

Hi all,

after some confusion during the last 2 weeks following the service removing the ability to make meal claims, the service has decided that the following position is the way forward until such time as the Allowances and Reimbursements SOP is agreed.

I think it is self explanatory but I would like to point out the following;

Please note that the claims for £3.20 are for when a receipt is not available. If a meal costs more than £3.20 and is supported by a receipt, then a full refund up to £10 will be accepted.

I do support the service's view that the ceiling limit of £10 per individual meal claim (with supporting receipt for the replacement meal/meal bought) is a fair and reasonable limit to submit for a meal. However, if due to unusual circumstances the meal in question does cost more than £10 then there is the facility to have an AM decide on the validity of such a claim but I would hope that the £10 limit would be sufficient for the vast majority of claims.

yours fraternally
Vinny.

Richard,

Managers have been advised of the position and asked to relay this to their respective teams. You are of course free to advise your representatives as well.

For your information, the Service intends to issue the following guidance :-

Allowances claims

As from 14/04/2011, and until further notice, spoilt meals and stand-by payments will be paid at a standard flat rate of £3.20 and a receipt is not required by the Service. Individuals will be required to demonstrate that food was spoilt due to attendance at an operational incident where a spoilt meal claim is made. As the Service no longer recognises mess clubs, individuals will need to claim on a FN33 - which can be paid from the station petty cash.

For all residential training courses, the current NJC Out Of Pocket allowance can be claimed on a FN33 - N.B Trainee firefighter training course is not residential.

Subsistence rates - Grey Book Sixth Edition 2004 (updated 2009)

- Receipts **MUST** be provided for all claims which can be made on a FN33. If receipts are not provided then the Area Manager (or a member of the Service Leadership Team in their absence) must approve the claim prior to payment.
- All FN33 must go through the Area offices before being forwarded to the Shared Services Centre for payment (as uniform staff do not have access to the SAP portal).
- Should an individual claim exceed £10.00 then this claim must be referred to the Area Manager (or a member of SLT in their absence) for consideration prior to approval.

I would like to send this out as a joint message from you and me. Could you please advise if this is agreeable to you.

Regards

Paul Oughton