

## **REIMBURSEMENT OF MEMBERS' EXPENSES SCHEME – LATE CLAIM**

### **Executive summary**

1. This paper invites the SPCB to consider whether a late claim for travel expenses incurred by Ken Macintosh MSP should be reimbursed under the provision made at Section 5 of the Reimbursement of Members' Expenses Scheme.

### **Issues and Options**

2. Provision is made at Section 1 Paragraph 1.2.2 (d) for the SPCB to prescribe time limits for the submission of claims and determine the consequences of failure to comply with any such time limits.

3. In this regard, the SPCB has previously determined that all claims should be submitted not later than 4 months of the date when the expenses were incurred otherwise the claim is lost, unless there are exceptional circumstances. The SPCB has also determined that the Allowances Office should consider the first such late claim made by a Member, with a second occurrence being referred to the SPCB for determination and any subsequent late claims being refused automatically.

4. Mr Macintosh submitted a late claim on 2 April 2013 relating to mobile telephone costs for the period November and December 2012. On seeking clarification regarding the circumstances which resulted in the claim being late, Mr Macintosh advised that he couldn't find the appropriate receipts and thought that he must have already submitted the claim. This claim was approved by the Allowances Office in accordance with the above procedure.

5. Mr Macintosh has now submitted a second late claim this session. On 11 April 2014 the Allowances Office received a claim from him dated 20 December 2013 which included motor mileage and rail costs incurred in the period 25 November to 6 December 2013. Mr Macintosh has provided the same reason for the delay in submission of this claim, namely that he couldn't find the appropriate receipts and thought that he must have already submitted the claim.

6. In accordance with the agreed procedure, the SPCB is invited to consider whether or not Mr Macintosh's second late claim should be reimbursed.

### **Resource Implications**

7. The total cost of the most recent claim is £283.45 and there are sufficient funds in the overall expenses budget to meet this.

### **Governance issues**

8. Provision is made in the Reimbursement of Members' Expenses Scheme to meet travel costs.

### **Publication Scheme**

9. This paper will be published in line with the SPCB's Publication Scheme.

### **Next steps**

10. To advise the Member of the SPCB's decision.

### **Decision**

11. The SPCB is invited to consider whether the justification for the second late claim is acceptable and whether the claim should be reimbursed.

**Allowances Office**  
**May 2014**