

**South Yorkshire Mayoral Combined Authority  
Officer Scheme of Delegation  
Record of Officer Decision Form**



**(Regulation 7 of The Openness of Local Government Bodies Regulations 2014)**

Please send this completed form to: [SYMCAMeetings@southyorkshire-ca.gov.uk](mailto:SYMCAMeetings@southyorkshire-ca.gov.uk)

1	Subject of decision/report title:	TravelMaster Reimbursement 2025/25
2	Decision Date:	9 <sup>th</sup> July 2024
3	Background/reason for decision/purpose of report:	SYMCA reimburses TravelMaster for multi-operator child ticket sales. TravelMaster have provided recent journey and ticket sales data to support an update to the journey multipliers used in the calculation. It is recommended to accept the updated calculation data to maintain a position of being transparent and defensible with reimbursement calculations
4	Options considered:	SYMCA could choose to not update the calculation data or only accept part of the data, however none of these options would be defensible if we were challenged on our reimbursement rates.
5	Decision:	Accepted
6	Background documents:	DLT Approval Paper
7	Type of decision Key/Non-Key:	Non-Key
8	Officer making decision: (Director or Statutory Officer)	Melanie Corcoran
9	Contact details (telephone number or email):	Melanie.Corcoran@SouthYorkshire-ca.gov.uk
10	Does the decision maker have a conflict of interest?	No
11	Consultations (where appropriate):	Finance
12	Any Legal, Financial, or Equality Implications considered:	All relevant parties informed (finance)
13	Have Finance Team confirmed budget availability	Yes

		<b>Budget code:</b> REDACTED
14	Signature (Stat Officer or Director) and Date:	SIGNATURE REDACTED Melanie Corcoran Executive Director of Transport  12 July 2024

<b>For Democratic Services Team use only:</b>	
<b>Date received by Governance Team:</b>	<b>15/07/2024</b>
<b>Processed by:</b>	<b>Sarah Pugh, Democratic Services and Scrutiny Manager</b>
<b>Dem Services Ref No:</b>	<b>2024-080</b>