



## **COMMITTEE MEMBERS EXPENSES POLICY**

**OCTOBER 2019**

## 1. INTRODUCTION

- 1.1 Spire View Housing Association is run by unpaid volunteers and when representing the Association, they may occasionally incur out of pocket expenses which will be reimbursed.
- 1.2 This Policy covers payment for out of pocket expenses for travel, subsistence, care for child or adult dependants and loss of earnings.
- 1.3 Approved business is where the Committee Member is attending training, a meeting or event of, or on the authority of, the Management Committee.

## 2. ELIGIBLE EXPENSES

### 2.1 Travel

All claims should be accompanied by tickets or receipts.

- 2.3 Members are expected to use the most cost effective form of transport. Other forms of transport are eligible for reasons of e.g. safety, journey time, or accessibility.

- 2.4 Members may use their own car where it is more cost effective to do so or where public transport is impractical.

- 2.5 Eligible expenses include:

- Standard class fares on public transport (rail, bus, air or ferry). Where possible, tickets should be booked in advance to obtain cheaper fares.
- Taxis, which may be used when public transport is impractical.
- A combination of taxi fares and public transport; for example a taxi to a train station from where the member is travelling to an event.
- Bridge tolls and car parking fees (but parking meters and fines for breaching parking regulations are not included).
- Car/motorcycle/bicycle mileage. Where it is cost effective to make a business journey using these, a mileage allowance can be claimed in accordance with HMRC limits (These examples apply to 2017/18):

Per mile 45p

Per passenger, per mile 5p

Motorcycles per mile 24p

Bicycles per mile 20p

These rates will be reviewed from time to time, in line with HMRC rules. Members are solely responsible for any liability to HMRC for reporting or claiming expenses.

2.6 The Association will not accept responsibility for damage to a member's vehicle or for injury to the occupants when used on Association business.

**2.7 Subsistence**

When meals are not provided at approved events, subsistence will be paid in line with current EVH rates for staff. These rates are reviewed every year for attendance of:

5-10 hours in any one day £10.31

2.8 The hours for which the subsistence allowance may be claimed will include the period of the event plus travel time but not subsequent leisure or sleeping time, which is covered in overnight subsistence.

**2.9 Overnight Subsistence**

When attending to business which requires an overnight stay, payments will be provided in advance at:

Over 10 hours in any one day £25

2.10 This will ensure Committee members are not out-of-pocket, e.g. when mixing and networking with other conference delegates outside the formal event programme.

2.11 A single claim may involve both types of subsistence. For example if a member leaves Spire View at 10 am on a Friday to attend a Conference which includes meals and returns at 4pm on Sunday, the subsistence rates are:

- 10am Friday – 10am Saturday (Overnight Subsistence)
- 10am Saturday – 10am Sunday (Overnight Subsistence)
- 10am Sunday –4pm Sunday (No subsistence as meals provided)

For the same event if no meals are provided the subsistence rates are:

- 10am Friday – 10am Saturday (Subsistence plus Overnight Subsistence)
- 10am Saturday – 10am Sunday (Subsistence plus Overnight Subsistence)
- 10am Sunday –4pm Sunday (Subsistence)

**2.12 Accommodation**

When accommodation costs are not paid in advance by the organisation, members will have their reasonable actual accommodation expenses refunded for bed and breakfast. It is expected that these will not exceed:

Cities, e.g. Glasgow, Edinburgh, London	£100 a night
Other, e.g. Peebles, Dunblane, St Andrews	£80 a night

### **3 CHILD CARE AND CARE OF ADULT DEPENDANTS**

- 3.1 The costs of having a child or adult dependant looked after while carrying out duties will be met providing a receipt is provided and the person minding the child is not a close relative or a member of the Committee member's household.
- 3.2 Dependants are children under the age of sixteen and adults in receipt of attendance allowance (or the equivalent level of Disability Living Allowance). Child minding expenses will be paid for any child or stepchild, or any child for whom the member is the legal guardian, if the child normally lives with the Committee member.
- 3.3 The Association may ask for documentary evidence of the relationship of the dependant to the member and any legal duty of care, for example payment of a relevant Social Security Benefit, payment from Social Work, etc., before paying expenses.
- 3.4 For both child minding expenses and care of dependants, the maximum number of hours to be claimed for will be the length of the business/event plus travelling time if outside the Spire View area.
- 3.5 The actual cost of expenses for child-care and care of dependants will be refunded and receipts are required. Costs are expected to be in line with the living wage and associated overnight rates. Expenses for child minding and care of dependents will not be paid in advance.

### **4 LOSS OF EARNINGS**

- 4.1 It is anticipated that reimbursement for loss of earnings will be made by exception rather than on a routine basis.
- 4.2 The Association will reimburse a Committee member for any loss of earnings or annual leave entitlement in the following circumstances;
  - The payment is not being made for a routine meeting, and;
  - The meeting or event could not have reasonably been held at an alternative time, and;
  - The attendance of the member was required and authorised by the Management Committee, and;
  - Another Committee member who would not lose earnings could either not attend in their place, or it would not have been appropriate for them to attend in their place, for example where the Chairperson should attend, and;
  - The Employer provides written confirmation that earnings or annual leave entitlement have been lost and the hours lost.
- 4.3 The amount payable for loss of earnings (or leave entitlement) will be the lesser of;

- i) The Committee member's daily earnings, as shown in a wage slip, or;
- ii) The prevailing daily rate for loss of earnings as a result of Jury Duty.

4.4 Committee members who are self-employed cannot be reimbursed for loss of earnings.

## **5 UNFORESEEN CIRCUMSTANCES**

5.1 There may be a requirement from time to time for expenses to be approved retrospectively.

5.2 Other reasonable expenses incurred by Committee members not described in this policy may be refunded. Such cases will be considered by the Management Committee on their own merits without setting a precedent.

## **6 CLAIMS PROCEDURE**

6.1 All claims must be signed by the claimant. Invoices or receipts must be provided where applicable. Any discount obtained in the course of incurring an expense must be included in the claim.

6.2 Claims should be made in advance where the amount required is known, such as overnight subsistence and public transport travel costs for attendance at a residential conference.

6.3 If a member does not attend an event for which expenses/subsistence have been provided in advance, the sum must be returned in full within three working days of the missed event.

6.4 Expenses provided in advance will normally be in cash. The organisation will pay expenses claims by credit transfer where possible, but we recognise that cash payments may be more appropriate/preferred.

## **7 POLICY REVIEW**

The Policy will be reviewed every three years unless required earlier due to changes in the law, regulation or best practice requirements.