

COMMITTEE MEMBER EXPENSES

This policy outlines the circumstances in which expenses can be claimed by members of the Management Committee. Payment of expenses is governed by Rule 53(f) of the Association's Rules which state the Committee may exercise the following powers:

"to reimburse such out of pocket expenses including travelling expenses as are wholly necessary and incurred by a Committee Member or person co-opted to the Committee or a Sub Committee in the execution of his duties".

1. GENERAL

- 1.1 In carrying out approved Association business and training courses Committee Members can be reimbursed for expenses incurred.
- 1.2 Expenses should be notified and approved in advance in accordance with any guidelines laid down by the Committee.
- 1.3 Claims should be made on the appropriate form and a receipt signed.
- 1.4 If necessary anticipated expenses may be advanced.
- 1.5 The Association will comply with Section 15 of the Housing Association Act 1985 and adhere to guidance and good practice provided by the SFHA and other similar bodies.
- 1.6 The Management Committee will monitor expenses against budget and will review the policy from time to time.
- 1.7 Expenses will be reviewed annually as at the 1 April in line with salary increases as agreed between the Employers in Voluntary Housing and TWGU.

2. TRAVEL

- 2.1 Travel claims must be the actual costs incurred.
- 2.2 Travel will be by public transport with taxis used if necessary or cheaper. Taxis may also be used for attendance at evening meetings outwith the area.
- 2.3 Mileage may be paid for the use of private cars at a rate of 40p per mile when necessary or cheaper, for example several members travelling together. Payments will be made at the JNC rate in force at the time.
- 2.4 Members will be expected to maximise the use of taxis and cars by sharing where possible.

3. SUBSISTENCE

- 3.1 When a member is on business outwith the Association area for a period of four hours or more, subsistence may be paid at the JNC rate in force at the time.
- 3.2 Subsistence will not be paid in respect of conferences or meetings when a meal is provided.
- 3.3 When a member attends a residential event out of pocket expenses may be claimed at the rate of £16 per night.
- 3.4 If accommodation is not arranged by the Association approval must be obtained in advance from the Management Committee.

4. CHILD MINDING EXPENSES

- 4.1 Child minding expenses will be paid where the Committee Member incurs expenses as a direct consequence of carrying out Association business.
- 4.2 Expenses will be paid at the rate of up to £3.70 per hour for over 21 years of age and £3.20 for less than 21 years of age and will be limited to 8 hours payment in any one day.
- 4.3 Reimbursement may only be on the basis of repayment of the actual costs and a signed receipt from the child minder will be required.
- 4.4 Child minding expenses will not normally be paid where another adult in the household would be expected to deal with this responsibility. The exception to this would be for example where the adult is working.
- 4.5 Where a Committee Member is required to be away from home overnight and appropriate childminding arrangements cannot be made or it is not appropriate to leave the child with someone else, accommodation costs for children under 16 can be met.
- 4.6 All claims relating to child minding expenses must be submitted to a full Management Committee meeting for approval and where possible in advance of the date of the claim.

5. OTHER EXPENSES

- 5.1 The cost of telephone calls, postage and other minor expenses may be paid where these expenses are of a reasonable nature.