



**POLICY AND PROCEDURE  
ON COMMITTEE MEMBERS' EXPENSES**

**AS WITH ALL OF THE ASSOCIATION'S POLICIES, THIS GUIDE, IN FULL AND IN PART, IS  
AVAILABLE IN SUMMARY, ON TAPE, IN BRAILLE,  
AND IN TRANSLATION INTO MOST OTHER LANGUAGES**

**PLEASE ASK A MEMBER OF STAFF IF YOU WOULD LIKE  
A VERSION IN A DIFFERENT FORMAT**

<b>Policy Reviewed by:</b>	<b>Stephen Macintyre</b>
<b>Approved by Committee:</b>	<b>24 June 2021</b>
<b>Reviewed by Committee:</b>	<b>June 2024</b>



## 1. INTRODUCTION

- 1.1 The Committee Members serve on the governing bodies as volunteers and are not paid for their role. However, the Association is able to reimburse Governing Body members for reasonable out of pocket expenses. This policy sets out the eligible out of pocket expenses that will be paid and the level of payments to be applied.

## 2 LEGISLATIVE FRAMEWORK

- 2.1 Under the terms of the Entitlements, Payments and Benefits Policy approved by the Scottish Housing Regulator all payments to Governing Body members for out of pocket expenses and reimbursement of travel costs are always permitted and do not need to be declared, provided that claims are made in accordance with this Expenses Policy.

## 3. AREAS OF RESPONSIBILITY

- 3.1 **The Governing Body** - has responsibility for ensuring that this policy complies with regulation and guidance on payment of out of pocket expenses.
- 3.2 **The Director** has responsibility for ensuring that this policy is regularly reviewed and meets reasonable out of pocket expenses.
- 3.3 **The Director** has responsibility for implementing the policy and systems to ensure controls are in place to support the application of the policy.

## 4 TRAVEL EXPENSES

- 4.1 Governing Body members will be reimbursed for travel costs relating to attendance at Governing Body/Committee Meetings, training events, tenant meetings, seminars and conferences and where the Governing Body member is on official Association business.
- 4.2 Where Governing Body members use public transport, i.e. trains or buses, they will be reimbursed for the actual costs incurred. All travel by public transport should be by standard class. Where possible, tickets should be booked well in advance to obtain cheaper fares. All claims should be accompanied by tickets or receipts.
- 4.3 The use of taxis should be limited to short journeys and/or where no other suitable transport is available. Receipts should be obtained for the fare and submitted with the expenses claim.
- 4.4 The EVH recommended mileage rate will be applied to Governing Body members using their own vehicle. (See Appendix 1 for the current EVH mileage rate). Governing Body members will be responsible for ensuring that their motor insurance policy covers them whilst travelling on Board/Committee business.



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- 4.5 Governing Body members who use their own vehicle to convey fellow members to and from the meetings and events listed at 4.1 above will be reimbursed at the recommended EVH mileage rate detailed in Appendix 1.
  - 4.6 Car parking fines and other motoring penalties incurred whilst travelling on Association business will be the responsibility of the Governing Body member.

### **5 CHILD MINDING OR CARERS EXPENSES**

- 5.1 In order to fulfil the duties expected of Governing Body members and to ensure a representative balance of skills and experience on the Governing Body, the Association will meet expenses for child minding or carers' costs. The level of payment made will be in accordance with the market rate for such activity taking into account the requirements of the dependants.
- 5.2 Payment of child care and carers' costs will normally be made when Governing Body members are attending Governing Body/Committee meetings, training events, seminars and conferences or whilst acting on Association business.
- 5.3 Claims for care costs must be supported by a receipt for the costs incurred. Expenses will not be paid when another member of the household is caring for the dependant(s). Registered carers actual costs will be paid provided these are reasonable and a receipt is provided. Unregistered carers costs will be paid at the current national minimum wage per hour.
- 5.4 Payment of child minding or carers expenses will be restricted to Governing Body/Committee meetings and training events, and will not exceed more than 10 hours in a month.

### **6. SUBSISTENCE EXPENSES**

- 6.1 In the event that Governing Body Members are required to attend events away from the Association's Offices and no meals are provided then expenses for meals and light refreshments will be reimbursed. Reasonable expenses would cover breakfast, lunch or two course evening meal with soft drinks, tea or coffee.
- 6.2 Where choice is available subsistence should be moderately priced. A guide to subsistence allowances is attached at Appendix 1.
- 6.3 Where accommodation costs are not covered in any other way, for example within a delegate fee, Governing Body members will have their actual accommodation expenses paid, up to a reasonable limit, for bed and breakfast. Overnight accommodation will be reserved by the respective Association staff member on behalf of its' Governing Body members. The Association staff member will also arrange for the invoice to be sent directly to them to avoid the Governing Body member having to pay the bill on departure.
- 6.4 Where evening entertainment is provided at an event, Governing Body members are expected to buy their own drinks.



**7. HOSPITALITY**

- 7.1 Governing Body Members will not normally be reimbursed for any expenses incurred in providing hospitality to the Associations business associates.

**8.0 LOSS OF EARNINGS**

- 8.1 Payment for loss of earnings for attendance at regular Governing Body meetings will not normally be paid, unless circumstances are exceptional. The Association will pay for loss of earnings where a Governing Body Member is required to attend a meeting or event which is of significant importance and their attendance is crucial. In such a case the claim must be supported by a letter from the employer. Payments for loss of earnings will be in line with jury level expenses.

**9.0 MAKING EXPENSE CLAIMS**

- 9.1 Claims for expenses should be made promptly and be submitted on the Expenses Claim Form, which will be provided by the Association. The claim form and supporting receipts will be passed to the Director for authorisation in respect of the Association. Expenses not supported with receipts may not be paid. Expenses payments can be made by cheque or by BACS transfer where bank details are provided. Claims will only be paid by cash in exceptional circumstances.



**1 Mileage Reimbursement Rates – Effective from 1 April 2021**

Mileage rates (for essential and casual users)	First 10,000 mile in tax year	Over 10,000 miles in tax year
Cars and Vans	45p	25p
Motorcycles	24p	24p
Bicycles	20p	20p

Business passenger payments – 5p per mile per passenger

**2 Guide Subsistence Allowances**

Subsistence allowances for Management Committee members are as follows:

Breakfast	£4.95
Lunch	£6.35
Evening Meal	£13.80
Tea/coffee	£2.50
Accommodation	£100.00 per night

Subsistence allowances for Management Committee members are paid in line with current EVH rates. These rates are reviewed every year. The current rates are:

5-10 hours in any one day .....	<b>£10.56</b>
More than 10 hours in any one day .....	<b>£17.26</b>

Note: All rates shown above are within HMRC limits and are therefore not counted as taxable benefits.

**3 Overnight Subsistence Allowance**

For the Management Committee members attending residential events, out-of-pocket expenses up to the value of £27.30 per 24 hour period may be paid, provided supporting receipts are submitted. It should be noted however that out-of-pocket expenses and the subsistence allowances outlined above cannot be claimed for the same time period.