



## EXPENSES POLICY – GOVERNING BODY MEMBERS

<b>Reference</b>	CS-HR-25
<b>Information Classification</b>	Public
<b>Review Frequency</b>	3 Years
<b>Date Reviewed/Approved</b>	October 2023
<b>Next Review Due Date</b>	October 2026
<b>Applicable Committee(s)</b>	Corporate Services Sub-Committee
<b>Owner - role</b>	Director of Finance & Corporate Services

<b>Record of Updates/Changes</b>			
<b>Current Version</b>	<b>Date Approved</b>	<b>Approved By</b>	<b>Changes</b>
V1			New policy approved
V2			Reviewed October 2023 but no changes required

## 1.0 PURPOSE

This policy seeks to provide a framework to ensure reimbursement of expenses for governing body members, including co-opted members, who incur costs while undertaking their duties for the Association.

Governing body members must ensure that claims made for travel and subsistence expenses are reasonable and accurate.

This document provides guidance on:

- The type of expenses or allowances that can be paid
- The rate that can be paid in relation to an expense or allowance
- How the expense or allowance can be claimed.

## 2.0 SCOPE

This policy applies to all governing body members of Castlehill Housing Association and its subsidiaries.

## 3.0 EXPENSES

### 3.1 TRAVEL

The Association will meet any travel expenses incurred by any member of the governing body whilst undertaking activities on behalf of the Association. Members are expected to use the most cost-effective form of transport, unless there are specific reasons why an alternative form of transport had to be used.

Under the terms of this policy, travel expenses are detailed and are payable in line with the guidance below.

Expense	Conditions
Standard fares on public transport	Expenses will be paid on submission of an expense form and when accompanied with a valid receipt. The Association will only cover the costs of standard class rail travel and economy class air fares.
Taxi fares	Expenses will be paid on submission of an expense form and when accompanied with a valid receipt. They can only be claimed in line with the guidance above, where it indicates that this is the most cost-effective form of transport. Examples of where this may apply are, accessibility issues or the start/end time of an event being such that a taxi fare reduces the need for overnight accommodation.

Car parking fees	Expenses will be paid on submission of an expense form and when accompanied with a valid receipt. The Association will not cover any fines or fixed penalty notices.
Mileage Allowances	<p>Mileage can be claimed through the appropriate expenses form, based on the following rates:</p> <p>Car mileage rate:</p> <p>First 10,000 miles per year: 45p per mile</p> <p>After 10,000 miles per year: 25p per mile</p> <p>Bicycle allowance:</p> <p>20p per mile</p>

### 3.2 MEALS

Claims for meals can be made where a governing body member is attending an event or meeting on Association business where catering is not provided at the event or meeting that is being attended. Expenses may also be claimed where dietary restrictions mean that an individual is not able to eat the meal provided.

Breakfast/Lunch may be claimed up to £8.00 and Dinner up to £17.50.

All claims must be made via an expense claim form and must be accompanied by a suitable VAT receipt. No alcohol will be paid for.

### 3.3 EVENTS AND ACCOMMODATION

As part of the remit of a governing body member there may be the requirement to attend training or events to assist with carrying out duties related to their role with the Association. All costs associated with training and events will be covered by the Association, including fees for attending events. These events will be booked for governing body members by Association staff.

Often the cost of accommodation will be included in the event booking. Where it is not, hotel accommodation will be procured on behalf of the governing body member by the Association. Where the cost of the accommodation, including breakfast, is in excess of £100 per night, the Chief Executive will approve the cost in advance of the booking taking place.

### 3.4 CARE OF DEPENDENTS

Governing body members may claim for support towards the cost of looking after dependents whilst attending governing body events. This would normally be where the governing body member is the primary carer, the temporary carer is a registered carer / body, and the payment is not to a relative of the governing body member.

The Association appreciates both the time commitment and expertise of its governing body members, and where support of this nature is required to assist them in the exercise of their duties, the Chief Executive will meet with individuals to discuss and agree such arrangements.

### 3.5 TELEPHONE CALLS

Claims for telephone calls conducted to assist with Association business will be met on production of an itemised bill.

### 3.6 SUPPORT TO ATTEND/PARTICIPATE IN MEETINGS

When a governing body member requires support to assist them attend and fully participate in meetings or events, meeting any additional costs involved will be considered on a case by case basis.

## 4.0 CLAIMS PROCEDURE

All claims must be submitted using the relevant claim form. Copies of the form are made available at induction or can be requested from Corporate Services. Receipts must be provided, as detailed in this policy.

Claims must be signed and submitted no later than 3 months from when the expense was incurred, to the Director of Finance and Corporate Services, who will arrange reimbursement.