

# Expenses Policy

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## **Introduction**

This Policy covers:

- A. Staff Expenses
- B. Board Expenses
- C. Board Loss of Earnings

### **A. Staff Expenses**

#### **1. Introduction**

Cloch Housing Association understands that on occasion, employees will incur expenses whilst carrying out their role and must be reimbursed. This policy sets out the expectations and procedure for Cloch Housing Association reimbursing work related expenses.

#### **2. Principles**

- Employees of Cloch Housing Association will be neither financially advantaged nor disadvantaged as a result of incurring genuine business expenses.
- Employees' will travel to and from their normal place of work in their own time and at their own expense.
- Cloch Housing Association will reimburse costs of any necessary travel made on its behalf, over and above normal travel to work.
- Travel must be by the most cost effective mode of transport, taking into account journey time and route as well as monetary cost.
- Any discount obtained in the course of incurring an expense must be included in any subsequent claim submitted.
- Any breaches of this policy may result in disciplinary action in accordance with Cloch Housing Association's procedures.

#### **3. Business Insurance**

Employees using their own vehicle for business travel must have their vehicle comprehensively insured and for specifically state for business purposes (not just commuting to a single workplace). Please use the Vehicle Declaration Form to register this with Corporate Services.

#### **4. TRAVEL**

##### **4.1 Travelling by Own Vehicle**

Where it is cost effective to make a business journey by an employees' own vehicle, a mileage allowance may be claimed as follows:

- First 10,000 miles                      45p

- Per mile thereafter 25p
- Passenger per mile 5p
- Motorcycles per mile 24p
- Bicycles per mile 20p

These rates are reviewed in line with HMRC.

Any expenses claim must detail the number of miles travelled, the destination and the purpose of the journey.

If the employee travels directly to and/or from home, the amount of miles between their home and normal place of work should be deducted from the mileage claimed.

#### **4.2 Travelling by Taxi**

Taxis should only be used with authority of their line manager or Corporate Services Manager when necessary and before every journey. Receipts should be obtained for the fare only and submitted with the expenses claim. Cloch Housing Association will not reimburse any outlay by the employee in terms of a tip to the driver. If travelling from the office, the Cloch Housing Association Taxi Account should be used.

#### **4.3 Travelling by Public Transport**

Travel by bus, train or other public transport should only be by standard class. Where possible, tickets should be booked in advance to take full advantage of any discounts available on fares. All claims should be accompanied by tickets and/or receipts.

#### **4.4 Travelling by Air**

Where necessary, air travel is permitted by the Director. Air travel will be refunded at economy class rates only. Where possible, tickets should be booked in advance to take full advantage of any discounts available on fares. All claims should be accompanied by tickets and/or receipts.

### **5. Subsistence Allowance**

The rates of the allowance are based on an extension to the working day and/or working out with an employees' normal area. It is therefore necessary to detail the start and finish times of each business activity when claiming the allowance.

Levels of subsistence allowance are set by EVH each year. See Appendix 1 for the allowance amount. Subsistence can only be claimed if food is not available at the event/meeting attended.

## **5.1 Overnight Subsistence**

Where an employee is on official duty for Cloch Housing Association which requires an authorised overnight stay and there is no food provided, reasonable expenses will be met by Cloch Housing Association on production of appropriate receipts. Accommodation should be booked in advance and authorised by the Line Manager or Director

Maximum Claim for meals is:

Breakfast	£10.00
Lunch	£15.00
Evening Meal	£25.00

Receipts must be provided with your expenses claim.

## **6. CORRECTIVE EYEWEAR**

Westfield Health Plan gives an allowance for tests and glasses. Each year this allowance will be reported to staff. Staff should use this allowance for corrective eye wear. If, for any reason, the member of staff is not a member of Westfield Health, Cloch will revert to the EVH Terms & Conditions. See appendix 1 for the current rate.

## **7. MISCELLANEOUS EXPENSES**

Occasionally, other reasonable expenses incurred by employees that are not covered in this policy may be refunded by the Cloch Housing Association. Each claim will be considered on its own merits without setting any precedent for the future.

All expenses claims must be submitted using the attached form and accompanied by appropriate receipts, where appropriate to their line manager.

## **B. Board Expenses**

### **1. The Principles**

The service provided by Board members is on a voluntary basis. Expenses reasonably incurred by Board Members in carrying out their voluntary duties can be reimbursed.

### **2. Aims of the Policy**

It is the aim of this policy to assist and facilitate Board Members wishing to attend Board meetings, seminars, training events, conferences and other meetings or events in connection with the business of Cloch Housing Association.

It is designed to lay down the criteria for legitimate expenses to be claimed and to ensure that Board Members are not financially disadvantaged through their volunteer work for the association, but to also ensure that all such claims are accountable.

### **3. Conferences/Seminars/Training**

Board Members who attend any conferences, seminars or training courses approved by the Association will have the respective fee paid by the association.

Where food is not provided, Board can claim for a meal as long as receipts are provided. The following maximum allowance limits will apply:

Breakfast	£10.00
Lunch	£15.00
Evening Meal	£25.00

### **4. Care of Dependents Expenses**

Care of dependents expenses will be payable if incurred in the course of the Board Member's duties. The Board Member requesting care of dependents expenses has to confirm that he or she would not be able to attend the association's business unless childminding/care facilities are available.

Payment will be made for children under 16 years of age and for adult dependents, who are in receipt of the appropriate state allowance. In exceptional circumstances, if the person required to be cared for have to accompany the Board Member to a conference/event, the association will provide accommodation costs for children under 16 years who require to attend with their parent.

A maximum of 8 hours will be paid in any one day plus travel time to and from the event: No allowance will be payable for attending social events.

Payment will only be made if a non-household member is required to provide the service. Baby sitting by close family\* will not be paid. Baby sitters/carers require to be 16 years of age or older.

Payment will be in line with standard hourly rates for local care companies. (see appendix for current rate)

\* Close family means spouses & partners, children, parents, grandparents and siblings)

Should the operation of the policy cause any undue or excessive difficulties for Board Members, then in extreme circumstances, it may be varied at the discretion of the office bearers of the Board.

Any income tax or other tax liability arising out of the above will be the responsibility of the Board Member.

## **5. Travelling Expenses**

Board Members who require transport to attend meetings, seminars or conferences due to distance to the venue, reasons of security or due to medical conditions, will be reimbursed for their outlays. Board Members are requested to share this service in order to minimise costs.

### **5.1 Travel within Inverclyde**

Board Members who attend training seminars, meetings or conferences within Inverclyde will be reimbursed for travelling expenses as follows: -

#### **5.1.1 Taxi**

Board Members may use the account set up with the association (contact Offices Services for information). If more than one Board Member attends the respective event the taxi service requires to be shared, where appropriate.

#### **5.1.2 Public Transport (Bus/Rail)**

Board Members will be reimbursed where proof of purchase is provided.

#### **5.1.3 Private Car/Motorcycle**

Where a Board Member elects to use his/her own vehicle the following rates will be allowed: -

- First 10,000 miles 45p
- Per mile thereafter 25p
- Passenger per mile 5p

- Motorcycles per mile                    24p
- Bicycles per mile                        20p

These rates are reviewed in line with HMRC.

In addition to these rates, Board will also be reimbursed for car parking costs – receipts must be provided. The association will not be liable for parking or any other motoring fine incurred.

Insurance of the vehicle is the Board Members own responsibility as is the roadworthiness of the vehicle. The Association will not be held liable for any costs incurred in the repair or replacement of the vehicle including the cost of insurance excess.

## 5.2 Travel outwith Inverclyde

If the venue of the meeting, seminar or conference is located outwith Inverclyde the following rules apply: -

### 5.2.1 Public Transport (Bus/Taxi)

Board Members are requested to use public transport (Bus/Rail) for the main part of the journey and where necessary Taxi from Bus/Rail link to venue. Receipts must be provided in order to make a claim.

### 5.2.2 Private Car/Motorcycle

Where a Board Member elects to use his/her own vehicle the following rates will be allowed:-

- First 10,000 miles                    45p
- Per mile thereafter                    25p
- Passenger per mile                    5p
- Motorcycles per mile                    24p
- Bicycles per mile                        20p

These rates are reviewed in line with HMRC.

### 5.2.3 Exemption to the rules

There are two exemptions to those rules:-

- a. Where there are security risks or medical grounds Board Members may use Taxi (full fare reimbursed) or their own vehicle (mileage rates paid for whole journey). This must be advised to the Director in advance of travel. Specific to medical grounds – European Communities model parking card for people with disabilities must be

held by the Board Member, with the association being given an appropriate copy.

- b. Where the situation arises that several members are attending the same event and where one of the members could transport all the members at a lesser cost than all members travelling individually by public transport, the transporting member may obtain the mileage for the travelling alone, with no other members requiring payment. Such situation should be discussed with the Director prior to travel.

## **6. Subsistence Payments to Board Members**

Board Members who attend a residential event involving an overnight stay should be granted an allowance to cover out of pocket expense of £25 per night.

## **7. Claiming Expenses and Allowances**

Claims should be made within one month of expenditure being incurred and will be paid in to the Board Members Account by BACS.

All claims must be made on the official expenses claim form. The claim form must then be authorised by the Director.

Where appropriate, receipts must be provided for all expenses claimed.

Where actual expenses are known in advance or where the Board Member may incur expenses they cannot afford, they may request advance payment, signing a remittance when they receive the cash.

## **8. Inland Revenue**

The Board Member will be responsible for any matters concerning income tax in relation to any payments made in accordance with this policy.



## **C. Board Loss of Earnings**

### **1. Introduction**

The service provided by Board Members is on a voluntary basis. Any payments to Board Members cannot therefore be for any service. No loss of earnings will be paid for attendance at normal Board meetings.

This loss of earnings section details the requirements to be met if a Board Member is required to represent the Association at an event and loss of earnings will result.

### **2. Definition**

Loss of Earnings is defined as actual monies lost due to taking time off employment whilst on the business of the Association. The business must be essential and no other Board member can attend in lieu.

Board Members are defined as members and co-opted members of the governing body.

### **3. How to claim**

Permission to claim should be given by the Chair or Director prior to going ahead with the event.

The Board Member should complete the claim form.

Payment will be by BACS Transfer.

### **4. Amounts**

The amount claimable will be in line with the Jury Duty Allowance.

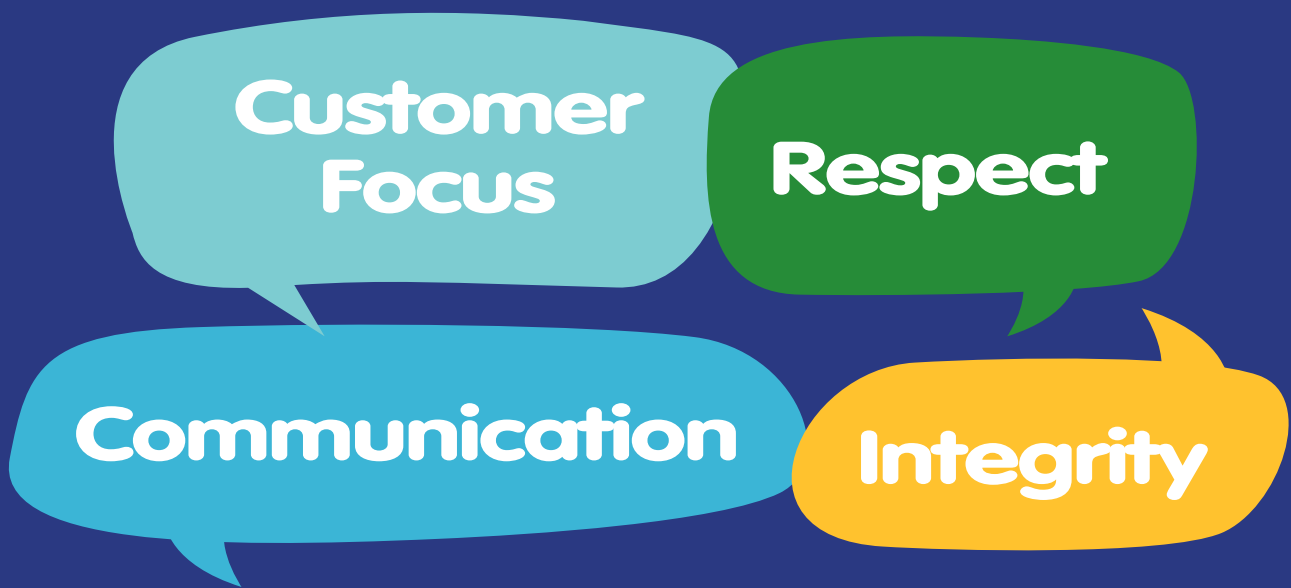
### **5. Inland Revenue**

The Board member will be responsible for any matters concerning income tax in relation to any payments made in accordance with this policy.

## Appendix 1: Current Rates/Allowances

Allowance	Discretionary or not Discretionary	Amount	Comments
<b>Staff</b>			
Travel by own Vehicle	Not discretionary. This is set in the terms & conditions and by HMRC as non-taxable allowances for travel.	45p for first 10,000 miles 25p per mile thereafter 5p per passenger per mile 24p per mile for motorcycles 20p per mile for bicycles	Travel cannot be claimed to and from work.
Subsistence	The decision to pay subsistence is discretionary but the rate is not.  The rate is negotiated as part of the salary negotiations.	£16.05 for staff on duty 10 hours' plus  £9.82 for work out with geographical area and between 5 and 10 hours	This can only be claimed if there is no food provided and the event times meet the EVH standards.
Overnight Stay	This is discretionary and based on no food being provided	£10.00 Breakfast £15.00 Lunch £25.00 Evening Meal	Overnight stay accommodation should be booked in advance and paid by the Association. Receipts are required for the amount to be reimbursed.
Corrective Eyewear	Not discretionary.	£105 through Westfield Health.  Otherwise we revert to the EVH Allowance of £89.	If staff are part of Westfield they will get the allowance for glasses no matter the eye problem. If they are not part of Westfield, the £89 is the negotiated amount from Terms & Conditions that staff can claim for the association when they are assessed for needing glasses for VDU.

<b>Board Members</b>			
Conferences Seminars Training Courses	Discretionary and based on no food being provided at the event.	£10.00 Breakfast £15.00 Lunch £25.00 Evening Meal	Receipts are required for the amounts to be reimbursed.
Overnight Stay Subsistence Allowance	Discretionary	£25	Paid over and above the allowance for meals. This is to ensure no member of the Board feels they cannot socialise or be part of the evening at a conference etc.
Care of Dependents Expenses	Discretionary	Hourly Rate: £18.82	This is for children and adults and based on a local care provider rate.
Travelling in your own Vehicle	Discretionary, however rates set by HMCR	45p for first 10,000 miles 25p per mile thereafter 5p per passenger per mile 24p per mile for motorcycles 20pm for bicycles	The Board are encouraged to use public transport, share taxis and if using their car, share where they can.
Loss of Earnings	Discretionary	£32.47 – Less than 4 hrs £64.95 – More than 4 hrs for up to a day (8hrs)	The rates are indicative only. The agreement to pay and the amount will be at the discretion of the Director and Chair



<b>CLOCH HOUSING ASSOCIATION LTD</b>	
<b>Policy Name</b>	Expenses Policy
<b>Policy Category</b>	
<b>Policy Number</b>	089
<b>Date Adopted</b>	05/03/2018
<b>This Review</b>	
<b>Next Review</b>	March 2021
<b>Equalities Impact Assessment Required</b>	Equalities Assessment will be considered should there be any claims out with the boundaries set by this policy.
<b>Link to other policies</b>	Code of Conduct
<b>Consultation</b>	None
<b>Need for Procedure</b>	Expenses Forms, Vehicle Declaration Form