

FORTH HOUSING ASSOCIATION LIMITED

COMMITTEE MEMBERS' EXPENSES

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FIN02 Finance Procedures



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FORTH HOUSING ASSOCIATION LIMITED







COMMITTEE MEMBERS' EXPENSES

1. INTRODUCTION

- 1.1 This policy lays out the principles upon which committee expenses will be managed with the current levels of payment included.

2. LEGITIMATE EXPENSES

- 2.1 Forth HA recognises the following as legitimate expenses, which can be claimed by Committee:




-  travel to and from events, Committee Meetings etc;
-  travel associated with Association business;
-  meals taken during such business; and
-  care of dependants during such business
-  a committee member will be reimbursed for any loss of earning or annual leave entitlement which are consistent with the determination made by The Scottish Housing Regulator.
-  Provided that these represent voluntary activities.

3. TRAVEL

- 3.1 Travel costs to attend meetings, conferences or to conduct any business on behalf of the Association will be paid for by the Association.
- 3.2 Where personal cars are used, the appropriate insurance cover should be in place and reimbursement will be at the current JNC mileage rates, as provided by Employers In Voluntary Housing (EVH).
- 3.3 Otherwise, standard class public transport should generally be used or, where more appropriate (e.g. lack of reliable public transport, security, medical reasons, etc) taxis should be taken.
- 3.4 Where taxis or cars are used, as many people as possible should share these.
- 3.5 Parking costs will also be reimbursed, where cars are used.

4. SUBSISTENCE

- 4.1 Payment of expenses to cover the cost of meals will be paid for Committee Members who are operating out with the local geographical area and where these are not provided as part of events being attended.
- 4.2 Such payments will be made at actual cost for which receipts must be provided with the following maximum levels:

 Breakfast	:	£6.00
 Lunch	:	£7.50
 Dinner	:	£15.00

5. OVERNIGHT ALLOWANCE

- 5.1 Expenses of up to £25 per night will be payable to cover incidental costs when attendance at seminars, conferences, etc requires Committee Members to be away overnight.

6. ACCOMMODATION







- 6.1 Overnight accommodation will normally be provided as part of a delegate fee when Committee Members attend training, conferences or other events on behalf of the Association. Where this is not the case Committee Members will have their actual accommodation costs paid up to a maximum of £60 per night.

7. CARE OF DEPENDANTS

- 7.1 Childminding expenses for children under 16 years of age and costs for sitting with adult dependants who are in receipt of Attendance Allowance will be paid to Committee Members, provided they confirm that attendance at the meeting or event would not have been possible without this.
- 7.2 Payment will only be made if a non-household member is required to provide the service and will be at the appropriate national minimum wage rate.

8. LOSS OF EARNINGS

8.1. In exceptional circumstances the Association may pay loss of earnings to committee members provided the following are met:

-  The payment is not being made in respect to a routine meeting
-  The meeting or event could not have reasonably been held at an alternative time
-  The attendance of the Committee Member was required and authorised by the Management Committee
-  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 e.g. where an office bearer should attend
-  The claimant must provide the name and address of their employer who will be contacted by the Director to provide written confirmation that unpaid leave has been taken and the level of earnings lost by the individual.
-  Forth HA will pay up to the following maximum amounts for loss of earnings:
 - Half day (up to and including 4 hours) £27
 - One day (over 4 hours) £54

8.2 Loss of earnings to those Committee Members who are self employed will be at the discretion of the Management Committee.

9. REPRESENTATION ON OTHER ORGANISATIONS

9.1 Management Committee Members may be asked to represent Forth on other organisations. Payment of expenses will be in line with all conditions referred to in this policy.

9.2 Where a Committee Member is representing another organisation all expenses paid to Committee Members must be reimbursed by that organisation and not by Forth.

10. EXPENSES CLAIMS

10.1 All claims should be submitted in line with the Finance Procedures.

10.2 Prior to payment all expenses claims will require to be authorised by the Treasurer or an alternative Office-bearer.

11. REVIEW

- 11.1 This policy will be reviewed at least every 3 years by the Management Committee and staff are responsible for ensuring that it meets legal and good practice requirements.