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## COMMITTEE MEMBERS EXPENSES PROCEDURE

### 1.0 INTRODUCTION

- 1.1 This procedure describes how we will reimburse Committee Members for appropriate business expenses. These are travel, subsistence and other expenses which are incurred wholly and exclusively as a result of being engaged in an approved activity for and on behalf of Prospect.
- 1.2 'Appropriate activities' includes attending Association Committee and/or Sub-Committee/Working Group meetings, attending other local meetings, such as those of the Neighbourhood Council and similar bodies within Wester Hailes, West Edinburgh or elsewhere in the city on behalf of Prospect, and attending approved training events or conferences. Other events or activities may also be approved.
- 1.3 The current levels of authorised expenses, including rates and limits where appropriate, are approved from time to time by the Management Committee (Appendix 1). Mileage and subsistence rates are those advised by Employers in Voluntary Housing (EVH).
- 1.4 Any abuse of this procedure, e.g. submitting a false claim for expenses not incurred, will be regarded as serious breach of trust and of the Committee Code of Conduct (as well as being fraud), and will normally result in the Committee Member concerned being required to resign.

### 2.0 PROCEDURE

#### Travel

- 2.1 Committee Members travelling on authorised business may reclaim public transport fares or the appropriate mileage rates (at current HMRC levels).

Parking charges incurred on authorised business will be reimbursed. Where possible a receipt should be obtained, or the parking ticket (where issued) retained as the receipt.

Rail travel will be refunded at second class rates only. The payment receipt or tickets should be retained.

Any proposed use of a taxi must be approved in advance by the Director (failing whom the Depute Director). Where the fare is paid by the Committee Member a receipt must be obtained in order to obtain reimbursement.

- 2.2 A Committee Member who is required to or wishes to use their private car for business purposes must be authorised to do so and have the appropriate insurance, a current standard MOT certificate and a current valid driving licence.

The Corporate Services Officer will ensure that an annual reminder of this requirement is issued in advance of the Committee Residential training weekend.

- 2.3 Prospect will not be responsible for any damage to a car belonging to a Committee Member while the car is being used for business purposes. In the event of an incident Prospect will not be responsible for the payment of any excess charges or recovery fees.
- 2.4 For longer journeys (defined as travel outwith Edinburgh) and for appropriate shorter journeys, Committee Members will be expected to use public transport wherever reasonable and practicable, taking into account time and cost factors.

Where public transport is available and appropriate, but the individual chooses to use their private car, reimbursement of travel costs will be restricted to the lower appropriate public transport fare.

The Director will authorise the use of a car for longer journeys.

### **Subsistence**

- 2.5 Where Committee Members attend an approved event such as training, where the event includes the time they would normally be taking a meal and where meal expenses have not been covered by other arrangements, they may claim reimbursement of meal costs.
- 2.6 The amount to be reimbursed will be the actual cost of the meal (including VAT but excluding alcoholic beverages) up to a maximum of £10 per meal. To qualify for reimbursement receipts for each meal must be produced.
- 2.7 Where absence on an approved activity involves at least one overnight stay away from home the costs will normally be paid for separately by Prospect, e.g. as part of the costs of attending a conference.

Where the costs have to be paid directly by the Committee Member, this will be agreed in advance with the Director, and the costs will only be reimbursed on production of appropriate receipts. Committee Members will be expected to choose a reasonable, but not excessive, standard of accommodation.

### **Hospitality**

- 2.8 The Chairperson will authorise in advance any hospitality to be provided by Committee Members. Such authorisation may be subject to an upper expense limit.

Where a Committee Member is authorised to provide hospitality, e.g. a meal, and where the individual initially has to meet the costs, reimbursement will be made subject to the provision of appropriate receipts.

### **Loss of earnings**

- 2.9 Reimbursement of loss of earnings by a Committee Member for attending an approved activity or event is an approved payment covered by the Benefits, Payments and Corporate Accountability policy. It is expected that the need to make such a claim will arise rarely, if at all, as every effort will be made to hold meetings etc. at times to avoid the loss of earnings or annual leave.

- 2.10 To qualify for reimbursement:
- attendance by the Committee Member concerned must be authorised by the Committee and must be important for the meeting to proceed, e.g. as Chairperson, or to ensure a quorum, **and**
  - the Committee Member must provide a letter from their employer confirming that earnings have been lost or annual leave entitlement has been used, and the amount or value involved.
- 2.11 The amount to be reimbursed will not exceed the current upper limit of expenses payable for jury service, for the length of time involved.

### **Expenses claims**

- 2.12 All expenses will be claimed using the current Expenses Claim Form (copy shown at Appendix 2, contact the Corporate Services Officer to obtain an electronic copy). The Committee Member will ensure that all necessary details are entered and that receipts for all expenditure, except for private car mileage, are attached.
- 2.13 Claims will be passed to the Director (failing whom the Depute Director) for authorisation. If there is any query concerning a claim the Director will consult with the Chairperson.
- 2.14 In certain circumstances it may be appropriate and/or necessary for a cash advance to be provided before attending an event. This will be requested and authorised using the Expenses Claim Form and wherever possible at least 48 hours prior notice should be given.
- Following attendance the Committee Member will provide detailed receipts and return any unused part of the advance to the Finance Assistant.
- 2.15 Expense claims will normally be paid within 28 days at the latest, by BACS or cheque, except that where the amount is small (less than £10) or required urgently the Director may authorise reimbursement from petty cash.
- 2.16 If a Committee Member is dissatisfied regarding the amount of expenses reimbursed they should approach the Director in the first instance, and thereafter the Chairperson. The Chairperson's decision will be final.

### **3.0 IMPLEMENTATION & REVIEW**

- 3.1 The Director is responsible for ensuring that this procedure is implemented.
- 3.2 The Director (failing whom the Depute Director) is responsible for checking and authorising Committee Members' expense claims, and for following up any queries regarding individual claims. The Finance Manager is responsible for checking each claim at the time of processing them for payment
- 3.3 The Director will ensure that this procedure is reviewed at least every 3 years.

**This version approved in: January 2017**

**Next review due by: January 2020**

**SCHEDULE OF AUTHORISED EXPENSES**

**1. TRAVEL**

- Rail - Second-class fare. Where appropriate, use should be made of 'Saver' fares. The payment receipt, confirmation of online booking or the ticket(s) will form the receipt.
- Taxi - Actual cost of journey. Where payment is made direct a receipt must be obtained from the driver. Use of taxi must be approved in advance.
- Private Car - Up to 10,000 business miles per annum – 45p per mile  
Over 10,000 business miles per annum – 25p per mile
- Authorised car users must have appropriate insurance cover for casual business use and a current standard MOT certificate.
- Parking - Actual costs. The parking ticket or a receipt should be produced, where possible.

**2. MEALS**

Actual cost of meal up to a maximum of £10. A receipt must be obtained or reimbursement will not be approved.

**3. OVERNIGHT ACCOMMODATION**

Actual cost of accommodation. A receipt must be obtained. Expenditure must be approved in advance.

**4. HOSPITALITY**

Actual costs of hospitality, up to a previously approved limit. A receipt must be obtained.

**5. LOSS OF EARNINGS**

Current upper limit of jury service expenses. Attendance at the meeting or event must be approved by Committee and a letter from the employer provided confirming loss of earnings and/or annual leave.

PROSPECT COMMUNITY HOUSING

EXPENSE CLAIM FOR PERIOD ENDED MTH

YEAR

Complete pink boxes as necessary

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Name		DETAILS OF EXPENSES CLAIMED						
		Mileage		Public Transport				
Dates	Details of event, journey, type(s) of cost(s)	Training	Other	Training	Other	Meals	Parking	Other
Totals		0.00	0.00	£ -	£ -	£ -	£ -	£ -
Mileage Rate		£ 0.45	£ 0.45					
Mileage Payable		£ -	£ -	Total Claimed		£ -		

I certify that the expenses detailed have been incurred by myself while on approved Prospect business. All necessary receipts are attached. Where mileage rate is claimed, I certify that I have the appropriate insurance cover for casual business use.

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

I certify that the expenses claimed are appropriate and reasonable, and authorise reimbursement.

Signed (Manager) \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

FINANCE DEPARTMENT USE

Narrative	Co	Dept	Scheme	Nominal	Total