



## POLICY ON COMMITTEE MEMBER EXPENSES

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Date due for review: June 2025

The information in this document is available in other languages or on tape/CD, in large print and also in Braille.

For details contact the Association on 0141 578 0200 or e-mail: [admin@hillheadhousing.org](mailto:admin@hillheadhousing.org)

本文件所載資料備有中文(廣東話)版本，也可以製作成錄音帶/光碟，以及利用特大字體和凸字印製，以供索取。  
欲知有關詳情，請聯絡本協會，電話：0141 578 0200，或向我們發送電郵，電郵地址：  
[admin@hillheadhousing.org](mailto:admin@hillheadhousing.org)

Tha am fiosrachadh anns an sgrìobhainn seo ri fhaotainn ann an Gàidhlig no air teip/CD, sa chlà mhòr agus cuideachd ann an Clò nan Dall.  
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ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚ ਦਿੱਤੀ ਗਈ ਜਾਣਕਾਰੀ ਪੰਜਾਬੀ ਵਿੱਚ ਵੀ ਜਾਂ ਟੇਪ, ਸੀ ਡੀ, ਵੱਡੀ ਛਪਾਈ ਅਤੇ ਬ੍ਰੈਲ 'ਤੇ ਵੀ ਉਪਲਬਧ ਹੈ। ਵੇਰਵੇ ਲਈ ਐਸੋਸਿਏਸ਼ਨ ਨੂੰ ਨੰਬਰ 0141 578 0200 'ਤੇ ਜਾਂ ਈ-ਮੇਲ ਰਾਹੀਂ ਸੰਪਰਕ ਕਰੋ :  
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## **HILLHEAD HOUSING ASSOCIATION 2000**

### **POLICY ON COMMITTEE MEMBER EXPENSES**

#### **1. INTRODUCTION**

- 1.1 The Association will reimburse Committee Members for reasonable expenses necessary incurred on approved Association business. The Association will adhere to its Policy and Procedure on Payments and Benefits to Committee Members and Staff and good practice published by Employers in Voluntary Housing, Scottish Federation of Housing Associations and the Scottish Housing Regulator.
- 1.2 This Policy sets out the basis on which the Association will reimburse members expenses and procedures for making a claim. It should be read in conjunction with the Association's policy on Gifts and Hospitality.

#### **2. TRAVEL**

- 2.1 Travel claims must be for the actual costs incurred.
- 2.2 Travel will normally be by public transport if available with taxis used if necessary or cheaper.
- 2.3 An account has been opened with a local taxi firm for use, where necessary, by Committee Members and staff. Taxis should be booked through the Association's office for monitoring purposes.
- 2.4 If it is necessary to use an alternative company a receipt should be obtained.
- 2.5 Mileage may be paid for the use of private cars where necessary or cheaper, for example several members travelling together. Payments will be at the tax free rates supplied annually by the Inland Revenue. Rates are attached at Appendix A.

#### **3. SUBSISTENCE**

- 3.1 The reasonable cost of meals for a Committee Member will be reimbursed on production of receipts. Costs incurred on behalf of guests should have approval in advance where possible.
- 3.2 No subsistence will be paid in respect of day conferences or seminars where meals are provided.
- 3.3 The cost of overnight accommodation and subsistence will be reimbursed, where approval is given in advance, on production of receipts.
- 3.4 When a Committee Member attends a residential event, out of pocket expenses per night may be claimed. Rates are attached at Appendix C and are calculated to cover, for example - telephone calls home, tea/coffee and biscuits on longer journeys and a contribution to drinks with meals etc.

#### **4. CARE OF DEPENDENTS**

- 4.1 The reasonable costs of childcare or the care of adult dependants necessarily incurred as a consequence of attending authorised Committee business will be reimbursed on production of proof of payment.
- 4.2 Payment will be made for children under 16 years of age and for adult dependants who are in receipt of Attendance Allowance, Independent Living Allowance or can otherwise demonstrate need.
- 4.3 Payment will only be made if a person not resident in the household is required to provide the service.
- 4.4 Payment rates are set out in Appendix B. Claims are restricted to the actual time spent on association business.
- 4.5 Where appropriate, a crèche may be provided and paid for by the Association

#### **5. LOSS OF EARNINGS**

- 5.1 The Association will pay a Committee Member's loss of earnings only in those circumstances where the terms of the exception provided for in the Statutory Determination made by The Scottish Housing Regulator are strictly met.
- 5.2 The terms under which loss of earnings may be paid are that:
  - The payment is not being made in respect of a routine meeting
  - Every effort has been made to hold the relevant meeting at a time which will avoid volunteers losing salary or annual leave
  - Attendance by the person claiming loss of earnings was important
  - The Committee Member is able to provide a letter from their employer confirming that earnings have been lost or annual leave entitlement has been used, and the amount involved, and
  - The upper limit payable is the amount set by Parliament for jury expenses.
- 5.3 Committee members who are self employed are not eligible for loss of earnings.

#### **6. OTHER EXPENSES**

- 6.1 The cost of telephone calls, postage or other outlays will be reimbursed on production of a receipt or voucher or if agreed in advance.

#### **7. PROCEDURE FOR MAKING CLAIMS**

- 7.1 Claims should be made on the appropriate form and accompanied by receipts where possible. Claim forms are available from the office. Claims should be countersigned by the Secretary or Director.
- 7.2 Payment may be paid with cash, Cheque, or bank transfer.
- 7.3 Where necessary, an advance may be made for anticipated expenses and the claim finalised when receipts are available.
- 7.4 Claims should be submitted within 3 months of being incurred.

**8. TAX LIABILITY**

- 8.1 Committee members are personally responsible for any tax liability on expenses claimed from the Association.

**9. MONITORING AND REVIEW**

- 9.1 Committee member expenses are reported to the Management Committee through quarterly management accounts.
- 9.2 The rates in the appendices to this policy will be reviewed annually.
- 9.3 The Management Committee will review this policy at least every three years.

## APPENDIX A

### INLAND REVENUE TAX FREE MILEAGE RATES 22/23:

All users:	All engine capacities
Per mile – first 10,000 miles	45.0p
Per mile thereafter	25.0p
Carriage of passengers (per mile/per passenger)	5.0p
Motorcycles per mile	24.0p
Bicycles per mile	20.0p

## APPENDIX B

### CHILDCARE AND CARE OF ADULT DEPENDENTS

The rate paid will be the EVH hourly rate for cleaners. For 2022/23 this is £9.92

## APPENDIX C

### SUBSISTENCE

The nightly rate of subsistence under Section 3.4 shall be £27.73 per 24 hours.