



# **OAK TREE HOUSING ASSOCIATION**

## **Committee Expenses Policy**

Adopted	October 2012	Last Reviewed	September 2024
Next Review Due	August 2027		

## **1.0 The Principle**

- 1.1 The service provided by Committee Members is on a voluntary basis. Expenses reasonably incurred by Committee Members in carrying out their voluntary duties can be reimbursed.
- 1.2 Each year details of committee members expenses will be made available on request to tenants/members and will also be available on our website via Freedom of Information - Guide to Information.

## **2.0 Aims of the Policy**

- 2.1 It is the aim of this policy to assist and facilitate Committee Members wishing to attend Committee meetings, seminars, training groups, conferences and other meetings or events in connection with the business of Oak Tree Housing Association (OTHA).
- 2.2 It is designed to lay down the criteria for legitimate expenses to be claimed and to ensure that committee members are not financially disadvantaged through their volunteer work for OTHA, but to also ensure that all such claims are accountable.

## **3.0 Remit of the Policy**

- 3.1 This policy has been agreed by OTHA in order to clarify to all Committee Members the nature of expenses which will be reimbursed.
- 3.2 Expenses are defined as fees, outlays and travelling expenses incurred while on business of OTHA.
  1. Committee Members should be reimbursed for all legitimate expenditure incurred whilst representing OTHA. Approval by the Management Committee for such actions should, whenever possible, be obtained in advance.
  2. Every attempt should be made to submit all receipts for expenditure to the Finance Manager as soon as possible after the expenditure takes place.
  3. Committee reaffirms its commitment to the highest level of accountability and probity regarding any expenses paid to Committee Members.
  4. OTHA will seek comment from its Internal Auditor on any revision to this expenses policy.
  5. Committee and staff should be aware that the requirement for a formal policy statement is designed to protect the individual and the organisation from criticism by the Auditors, the Scottish Housing Regulator and Tenants/Members of the Association.

## **4.0 Conferences/Seminars/Training Courses**

- 4.1 Committee members who attend any of the events which are related to OTHA business or the promotion and development of OTHA, will have the respective fee paid by the Association.
- 4.2 The attendance at the respective event must be approved in advance by the Management Committee.

- 4.3.1 An allowance of £7 will be paid for breakfast lunch or dinner where meals not provided.

Where receipts are provided, the following maximum allowance limits will apply:

Breakfast	£10.00
Lunch	£15.00
Evening Meal	£25.00

## 5.0 Care of Dependents Expenses

- 5.1 Care of dependents expenses will be payable if incurred in the course of the Committee Member's duties. The Committee Member requesting care of dependents expenses has to confirm that he or she would not be able to attend OTHA business unless childminding/care facilities are available.
- 5.2 Payment will be made for children under 16 years of age and for adult dependents, who are in receipt of the appropriate state allowance, for example Disability Living Allowance, Personal Independence Payment (PIP). The Association will provide accommodation costs for children under 16 years, who require to attend with their parent.
- 5.3 A maximum of 8 hours (not including travelling time) will be paid in any one day: time spent travelling is included for payments in addition to the duration of meeting, etc. 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 a partner, relative or friend will not be paid. Baby sitters/carers require to be 16 years of age or older.

Payment will be at max. of £25 per hour (based on a local care provider rate)

- 5.4 Should the operation of this policy cause any undue or excessive difficulties for Committee Members, then in extreme circumstances, it may be varied at the discretion of the office bearers of the Committee.
- 5.5 Any income tax or other tax liability arising out of the above will be the responsibility of the Committee Member.

## 6.0 Travelling Expenses

- 6.1 Committee 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. Committee Members are requested to share this service in order to minimise costs.

### 6.2 Travel within Inverclyde

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

Taxi: Committee members may use the account set up with the Association (Contact Administration section for information). If more than one committee member attends the respective event the taxi service requires to be shared, where appropriate.

***\*(close relative means someone who is the spouse or civil partner of a person, or (being either of the same or different sex) who cohabits with that person, or is that person's parent, grandparent, child, stepchild, grandchild, brother or sister.***

Public Transport (Bus/Rail): Committee members will be reimbursed where proof of purchase is provided.

Private Car/Motorcycle: where a committee member elects to use his/her own vehicle the following rates will be allowed:

<b>Cars (all engine sizes)</b>	
On the first 10,000 miles in the tax year	45p per mile
On each additional mile over 10,000 miles	25p per mile
<b>Passenger – per mile</b> (Name of Passenger must be advised)	5p per mile
<b>Motor cycles</b>	24p per mile
<b>Bicycles</b>	20p per mile

Source:

EVH 2024-2025

In addition to these rates, Committee 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 Committee 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.

### 6.3 Travel outwith Inverclyde

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

Public Transport(Bus/Rail)/Taxi: Committee 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 claim.

Private Car/Motorcycle: where a Committee Member elects to use their own vehicle they will be reimbursed for the equivalent Rail fare plus 2 x £5 for taxi fares.

Exemptions to the rules:

There are two exemptions to those rules:

1. Where there are security risks or medical grounds Committee Members may use Taxi (full fare reimbursed) or their own vehicle (mileage rates paid for whole journey). This must be advised to the Chief Executive Officer in advance of travel. Specific to medical grounds - Blue Badge (disability parking card) for people with disabilities must be held by the Committee Member, with the Association being given an appropriate copy.
2. 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 situations should be discussed with the Chief Executive Officer prior to travel.

Should either of these two exemptions apply the following mileage rates would be paid:

<b>Cars (all engine sizes)</b>	
On the first 10,000 miles in the tax year	45p per mile
On each additional mile over 10,000 miles	25p per mile
<b>Passenger – per mile</b> (Name of Passenger must be advised)	5p per mile
<b>Motor cycles</b>	24p per mile
<b>Bicycles</b>	20p per mile

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## **7.0 Subsistence Payments to Committee Members**

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

## **8.0 Loss of Earnings**

- 8.1 No loss of earnings will be paid for attendance at normal committee meetings.
- 8.2 Attendance by the Committee Member was necessary.
- 8.3 The Committee Member is asked to provide a letter from their employer confirming that earnings have been lost or leave entitlement has been used and the amount or the value involved.
- 8.4 The payment will be broadly in line with jury level expenses (i.e.) Jury Duty prevailing rate at the point in time or the actual loss whichever is the lesser.

## **9.0 Claiming Expenses & Allowances**

- 9.1 Claims should be made within one month of expenditure being incurred. Payment will be remitted within 10 working days of receipt of claim form and payment will be via cheque or BACS.
- 9.2 All claims must be made on the official expenses claim form (Appendix 1). The claim form must then be authorised by the Chief Executive Officer.
- 9.3 Where appropriate, receipts must be provided for all expenses claimed.
- 9.4 Where actual expenses are known in advance, Committee Members may request advance payment, with the Committee Member signing a remittance when they receive cash. In this instance the finance Section, where possible, should be given at least three working days notice.

## **10.0 Inland Revenue**

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

## **11.0 Review Timescale**

11.1 This policy will be subject to overall review every three years.

# OAK TREE HOUSING ASSOCIATION LTD

Name:

**Expenses claim for the month of**[illegible]

**I certify that the expenditure for which reimbursement is now claimed was properly incurred on Association business and I further certify that if making a mileage claim I confirm that I have current car insurance for business use and that the vehicle used is in, and being maintained, in a road worthy condition, and that I know of no adverse health/fitness effects that could affect my driving.**

**TOTAL CLAIMED**

1

Staff Signature .....

Manager Signature .....

Authorised By.....

Date .....

Date .....