



Charitable subsidiary of
West of Scotland Housing Association

Board Members' Expenses

The Principle

The service provided by Board Members is on a voluntary basis. Any payments to Board Members can therefore not be for any service. Only expenses reasonably incurred can be considered for reimbursement.

Aims of the Policy

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

Remit of the Policy

This policy has been agreed by the Management Committee in order to clarify the nature of expenses which will be reimbursed. These are defined as fees, outlays, travelling expenses and subsistence while on Association business.

Conferences/Seminars/Training Courses

Board Members who attend any of the above events which are relevant to the Association's business or the promotion and development of the Association will have the conference/seminar/course fee paid by the Association. Attendance must have been approved by the Chief Executive or Chairman. Approval will not be unreasonably withheld.

Outlays for Care of Dependants

Care of dependants expenses will be payable if incurred in the course of the Board Member's duties. The Board Member requesting care of dependants expenses has to confirm that, he or she would not be able to attend Association business unless child minding facilities, etc., are available.

Payment will be made for children under 14 years of age and for adult dependants who are in receipt of Attendance Allowance. Payment will only be made if a non-household member is required to provide the service. Babysitting by a husband/wife/member of the household/relative will not be paid.

Payment will not normally be made at a rate exceeding the agreed living wage.

Payment will be made on receipt of a voucher signed by the carer and the Board Member, indicating the date and hours of service provided.

Travelling Expenses

Board Members travelling on Association business, including attending Board meetings, will be entitled to reclaim fares for public transport. Rail travel will be refunded at second class rates only.

Taxis should only be used in circumstances where no other mode of transport is available or where the safety of the Board Member is felt to be better safeguarded (e.g. evening meetings).

Board Members may use their private car when travelling on Association business provided the Chief Executive has authorised such use. Before receiving authorisation, the Board Member will be required to confirm that their vehicle is comprehensively insured for business as well as private purposes.

The Association will not accept responsibility for damage to a Board Member's car or for injury to the occupants whilst the car is being used for business purposes. However, insurance cover is maintained which will protect the Board Member's no claims bonus/discount to a maximum of £100, should an insurance claim arise whilst on Association business.

Board Members who use their **own car** may claim a mileage allowance equivalent to the essential users rate set from time to time by Employers in Voluntary Housing. **(2015 = 0.45p)**

Subsistence Payments

Board Members who take a meal whilst on Association business and the meal is not provided at the conference/seminar/course, will be reimbursed all reasonable costs upon production of receipts.

Where a Board Member is on Association duty and away from home overnight, reasonable accommodation expenses will be met by the Association on production of receipts. In addition, £6 will be provided by way of a subsistence allowance for incidental costs, which will be increased to £33 when at an overnight conference.

Review

This policy will be reviewed every three years or at such earlier dates as may be required, however, payment rates will be set in line with that agreed annually by Employers in Voluntary Housing.

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



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Claim Form for Reimbursement of Expenses to Board Members

Name:

Date

Travel Expenses

Date	Description of Journey	Mileage	£	p

Other Expenses

Date	Expense and Reason Incurred	£	p

Signed by: _____

Claimant

Approved by: _____

Date: _____

Total		
Travel Exp		
Total		

**Please attached relevant receipts, where available, and return claim to:
Finance Dept, West of Scotland H.A.,
40 Barrowfield Drive, Glasgow, G40 3QH**