

Date Issued	1 August 1998
Last Reviewed	May 2020
Department	Corporate
Title	Management Committee / R3 Board Members Expenses
Objective	To describe the Group's arrangements for reimbursing appropriate expenses to Management Committee and R3 Board Members
Responsible	Chief Executive
Next Review Date	May 2025

1.0 INTRODUCTION

1.1 The Group will reimburse reasonable 'out-of-pocket' expenses necessarily incurred by a Management Committee or R3 Board Member in the course of fulfilling their responsibilities, under the following headings:

- Travel costs between the Member's home and meeting venues for official meetings and/or events
- Travel costs for attendance at courses, conferences or on other Group business, including the cost of overnight accommodation where appropriate
- Reasonable subsistence expenses, e.g. for meals while on Group business where these incur additional costs, or for additional costs arising from overnight stays
- Child minding or care of a dependent relative, except where another member of the Member's household is looking after the child or other dependent

2.0 GENERAL

2.1 All claims for reimbursement of expenses will be made on the expenses claim form or mileage claim form, as appropriate. The completed form will be submitted by the Management Committee / R3 Board Member to the Finance Department, normally by the end of the month following the incurring of the expenditure.

2.2 All claims will be supported by relevant receipts wherever possible, except for mileage claims.

- 2.3 All expenditure will be incurred in the most cost-effective manner, taking into account location, time of event, and whether other Management Committee / R3 Board Members or employees will be attending, etc. (e.g. sharing of transport).
- 2.4 Expenses will be approved by a member of the Senior Management Team.
- 2.5 Advances on expenses will not normally be given. There may be situations however when this will be required, and the Management Committee / R3 Board Member should in the first instance bring any request for an advance to the Chief Executive, or in their absence, another member of the Senior Management Team.
- 2.6 Provision of receipts and a reconciliation of the expenses incurred will be required following conclusion of the business for which an advance has been made.
- 2.7 Where a Management Committee / R3 Board Member is found to have falsely claimed expenses, and following investigation of the circumstances by the Chief Executive and 2 other Management Committee Members in association with the internal auditor, the Management Committee will consider the results of the investigation and, depending on its seriousness and whether the false claim was deliberate or inadvertent, may decide that the Management Committee / R3 Board Member concerned should resign.

Travel

- 2.8 Reimbursement of travel costs will include the following:
- Car mileage payable at the current essential users rates
 - Up to the standard 2nd class fare on public transport (rail, bus or ferry)
 - Taxi fares (where necessary)
 - Bridge tolls and car parking fees (but not fines for breaching parking regulations)
- 2.9 Where public transport is to be used, travel arrangements will be confirmed in advance with the Group's staff.
- 2.10 Management Committee / Board Members wishing to upgrade their travel arrangements, travel using tickets that cost more than the standard 2nd class fare, or make alternative (more costly) arrangements, may do so at their own expense.
- 2.11 As from April 2020, claims for travelling to and from Board meetings (the home to "work" commute) are no longer taxable for voluntary board members of non-charities.

Accommodation

- 2.12 Accommodation, normally required as part of attending a course or conference, will usually be booked and paid for directly by the Group. In cases where a Management Committee / R3 Board Member is required to

pay for accommodation, reimbursement will only be made on production of a receipt.

Meals

- 2.13 Meals expenses will only be payable to Management Committee / R3 Board Members who are prevented by their official duties from taking their meal at home (or where they would normally take their meals), and as a result incur additional expense.
- 2.14 This will not include attendance at any Management Committee, Sub-Committee or R3 Board meeting held by the Group, or where a suitable meal is provided or is included in the overall costs of an event, e.g. course or conference.
- 2.15 Actual expenses will only be paid, up to the maximum amounts set out in the Authorisations and Standard Allowances Policy.

Allowances

- 2.16 It is recognised that the social side of events such as Conferences provides an opportunity for Members to network with representatives from other organisations including Housing Associations. As this type of networking is beneficial, Members are encouraged to participate in the social side of authorised events. In recognition of the cost of this, a Management Committee / R3 Board Member may claim an allowance to cover the 'out-of-pocket' expenses incurred in exploiting suitable networking opportunities.
- 2.17 The allowance will be reviewed annually and is included within the Authorisations and Standard Allowances Policy..
- 2.18 Such allowances are taxable income, and Management Committee / R3 Board Members will be responsible for declaring any such payments received to the Inland Revenue.

Care of Child or Dependent Relative 2.19 Reasonable expenses for child care will be paid for any child or step-child, or any child for whom the Management Committee / R3 Board Member is the legal guardian, except where another member of the Member's household provides the care. The child will live at the Member's home and be under the age of 16 years.

- 2.20 Expenses will be paid for attendance at Management Committee and R3 Board Meetings and official events, including attendance at an approved course or conferences. Expenses will not be paid where a cheaper alternative, e.g. a free or subsidised crèche, is available.
- 2.21 Expenses will be paid for the length of time the meeting or event lasts, plus the normal travel time to/from home before and after the meeting/event. For

periods likely to last more than 6 hours, overnight care or longer periods, approval in advance of likely costs must be obtained from the Chief Executive.

- 2.22 Except when the care is provided by another member of the household, expenses for the care of a dependent relative will also be payable, as detailed in paragraph 2.18 above.
- 2.23 The same rates of reimbursement will apply as for childcare. In both cases, where practical, receipts for the expenditure incurred will be required prior to reimbursement.

3.0 CONCLUSION

- 3.1 The Director of Finance will ensure that the details of expenses paid to Management Committee / R3 Board Members are separately identified and recorded in the nominal ledger.
- 3.3 The Chief Executive will ensure that this policy is reviewed by the Management Committee at least every five years.