

# HOMES FOR LIFE HOUSING PARTNERSHIP

## Board Directors Expenses Policy

Date Issued:	March 2018 (Version 8)
Due Review Date	March 2021
No of Pages:	5 (including Expenses Claim Form & Signing Sheet)
Objective	To describe the Company's arrangements for reimbursing Board Directors business expenses
Responsible:	Business Manager

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### **1.0 POLICY AIMS/PRINCIPLES**

- 1.1 Homes for Life Board Directors are entitled to be reimbursed reasonable out of pocket expenses incurred in the course of the Company's business, as embodied in relevant legislation, and regulatory good practice guidance: -
- 1.2 The aim of this policy is therefore to clarify the following: -
  - a) expenses which Board Directors can legitimately recover; and
  - b) Board Directors personal obligations and responsibilities in recovering these expenses.
- 1.3 Qualifying events for which expenses may be payable include- conferences, seminars, training courses and meetings.

### **2.0 PROCEDURES**

- 2.1 The following arrangements will apply:
  - Travel costs between the Board Director's home and the Company's offices for Board meetings will be reimbursed in the most cost-effective manner - use of public transport or by car through using the Inland Revenue Fixed Car Profit Scheme at amounts as published by Inland Revenue. Taxis may be used when this is (i) the only practicable form of transport, (ii) the Board Director is unable to use a private car or public transport or (iii) the event starts or finishes after dark and there is a safety consideration.
  - Travel costs for courses, conferences and other Company business, including overnight accommodation where appropriate, will be incurred in the most cost-effective manner, taking into account location, time of event, and whether other Company representatives will be attending.

- Board Directors will be entitled to claim an out of pocket allowance of up to £25 per night when they participate in a qualifying event where an overnight stay is involved and all other accommodation/attendance costs are already covered.
- Childcare costs for attendance at meetings, courses, conferences and other Company business will be met provided that a receipt for the expenses incurred is provided and the person minding the child is not a member of the Board Director's household e.g. spouse or co-habitee. This will be paid for any child, stepchild or foster child of a Board Director, or any child for whom the Board Director is the legal guardian. The rate payable: £5 per hour or the relevant age dependent statutory minimum wage scale, – where this would be greater, subject to a maximum of £39 per 24 hour period, irrespective of the number of children in the household. The same rules will apply where a Board Director has to have other dependent relatives cared for while carrying out Board Director duties.
- Authorised rail travel will be reimbursed at 2<sup>nd</sup> class travel rates.
- Travel arrangements will whenever possible be confirmed with the Business Manager prior to departure.
- Directors wishing to upgrade their travel arrangements, or make alternative (more costly) arrangements, may do so at their own expense.
- Expenses cannot be claimed for meals, accommodation, transport etc. where these are included in any attendance fee, or where they are provided free of charge. Where meals are not included at any conference, training course or seminar attended, actual expenses incurred will be reimbursed by the Company, subject to a maximum of £10.08 where absence from home is 5 – 10 hours, and £16.48 where this is 10 – 24 hours, or such amended rates as EVH may publish for equivalent staff expenses. Receipts for meals purchased while on Company business must be obtained wherever possible.
- Any hospitality to be provided by the Company in connection with any of the types of event referred to above should be: - modest in nature; accord with the Company's Gifts and Hospitality Policy and always be brought to the Business Manager's attention in advance. Please refer to the separate policy on Gifts and Hospitality.
- Any potential tax liabilities arising from the payment of expenses will be the responsibility of the individual claimant

## 2.2 **Reimbursement of Expenses**

To claim expenses, Board Directors will complete an Expenses Claim Form **on a monthly basis** and forward it, with receipts attached, to the Business Manager.

Either the Business Manager or the Chairman, in accordance with the Company's Authorisation Procedures will approve expenses.

Expenses will normally be reimbursed by cheque monthly in arrears.

### 2.3 **Advance on expenses**

Advances against expenses will not normally be given. However, there may be situations when this will be required, and the Board Director should in the first instance bring any request for an advance to the Business Manager.

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.

### 2.4 **Monitoring of expenses**

A register of Board Directors expenses will be kept and the Chairman will monitor Board Directors' expenses through inspection of the register. In line with openness and accountability, any interested party may also inspect this Register by making a request to the Business Manager. A summary of all Board Directors' expenses will in any case be reported annually to the Board.

### 2.5 **Misuse of expenses**

Any misuse in claiming expenses will be regarded as a breach of the Company's Code of Conduct for Directors.

Any Board Director found to be claiming expenses to which they are not entitled would be required to resign from the Board, and may need to be reported to the police.

### 2.6 **Exceptional Expenses**

Where exceptional circumstances have resulted in directors reasonably incurring expenses above the levels specified in this policy, on Company business, the board may consider claims for reimbursement of some or all of the excess. Each claim for exceptional expenses must be accompanied by a letter of explanation, and be substantiated by receipts. Consideration and payment of exceptional expenses must be clearly recorded both in the minutes of the board meeting and on the register of directors expenses.

### 2.7 **Register of Expenses**

Details of all expenses paid to directors will be recorded on a register of expenses. This will be made available to interested members of the public on request. A summary report of the register will be presented to the board on an annual basis.

## 3.0 **CONCLUSION**

### 3.1 **Review**

The Business Manager is responsible for ensuring that all Board Directors adhere to these procedures.

The Business Manager will ensure that the Board reviews this policy as necessary, or at least every three years.

# Homes for Life Housing Partnership Travel and Subsistence Claim Form

NAME .....	MONTH CLAIMED FOR .....
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Date	Details and Purpose of Journey	Expenses		Mileage
		£	p	
	Total expenses			
	Total mileage			

<p><b>I am claiming for</b> ..... miles at ..... pence per mile</p> <p>I am claiming for .....miles at.....pence per mile (passenger Mileage)</p> <p>£.....</p> <p><b>plus</b> Total Expenses [details explained above]</p> <p><b>TOTAL AMOUNT THIS CLAIM</b></p>	<p>£.....</p> <p>£.....</p> <p>£.....</p>
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I declare that the above expenses have been incurred by me on official duties for Homes for Life Housing Partnership.

SIGNED	DATE
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AUTHORISED	DATE
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## Board Directors Expenses policy

I (Name) .....have read and understood the Board Directors Expenses Policy.

Please sign, and pass it to Alison (Corporate Services Officer)

Signed: .....

Date: .....