



WILLIAMSBURGH
HOUSING ASSOCIATION LTD

Committee Members Expenses Policy

Revision History

Creation Date	Reviewer(s)	Review Date
September 2023	L.Fleeting	September 2026

1. Introduction

Williamsburgh Housing Association (WHA) recognise that Management Committee members, as volunteers, will incur certain expenses while performing their duties. We undertake to reimburse any reasonable out of pocket expenses properly incurred on association business. Normally, receipts or other evidence of expenditure will be required as proof, however, it is acknowledged that this might not always be possible.

2. Aims and Objectives

This policy aims to provide guidance to members of WHA's Committee on the process for reimbursement of expenses incurred while attending Committee meetings, training, conferences and other meetings or events required in connection with association business.

The objectives of this policy are to ensure that members are aware of:

- the expenses that can legitimately be claimed.
- their obligations with regards to the claiming of expenses.
- the rates at which expenses / allowances will be paid.
- the procedure for claiming payments.

3. Principles

Committee members of WHA will neither be financially advantaged nor disadvantaged as a result of incurring genuine business expenses.

Expenses are defined as fees, outlays and travelling expenses incurred while on association business.

- Committee members will be reimbursed for all legitimate expenditure incurred whilst representing WHA.
- Approval by the Chief Executive or the Head of Finance must be obtained in advance.
- Travel must be by the most cost-effective mode of transport, taking into account journey time and route as well as monetary cost.
- Expense claim forms must be completed and passed to Corporate Services, along with relevant receipts for any 'out of pocket' expenditure as soon as possible after the expenditure takes place.
- Payment will be made by direct bank transfer into the members bank account.
- The Committee in adopting/reviewing this policy reaffirms its commitment to the highest level of accountability and integrity regarding any expenses paid to committee members.

4. Authorised Expenses

Attendance at Events Out with the Associations Office

Attendance at events must be approved by either the Management Committee or the Chief Executive.

Committee members who attend an event in relation to association business will receive an allowance paid at the same rate as subsistence payments as per EVH salaries and allowances which is issued annually. (Appendix 3).

Travelling Expenses

Committee members who require transport to attend meetings due to distance to WHA's office, 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.

WHA will also meet any travel expenses incurred by the member while on approved official association business as follows;

- Training Courses
- Conferences
- Seminars
- Representing WHA on any other approved business

Members are expected to use the most cost-effective form of transport unless there are specific reasons for using an alternative from (e.g. security risks or medical grounds) and this has been agreed in advance with the Chief Executive or Head of Finance & Corporate Services.

Travel Expenses will be paid on submission of an expenses form (Appendix 2) along with the relevant receipts to Corporate Services in line with the following;

Public Transport

Members will be reimbursed costs of standard class fares only with a valid receipt.

Own Transport

Car mileage payments are in line with the HMRC's Approved Mileage Allowance Payments Scheme (Appendix 3).

Members will be required to demonstrate that their vehicle is comprehensively insured for such business use before a claim can be made. As such, members must complete a vehicle declaration form (Appendix 1) and pass to Corporate Services.

If the member wishes to use their own car, payment will be based on reimbursement of public transport unless this exceeds the appropriate mileage payment.

WHA will not accept responsibility for damage to a member's car or for injury to the occupants, whilst the car is being used for business purposes.

Parking Fees

Members will be reimbursed any parking fees with a valid receipt. *(WHA will not pay for any parking fines/penalties incurred on association business.)*

Taxi

WHA has an account with a taxi firm and will arrange this on the members behalf. Where this is not possible, prior authorisation must be given by the Chief Executive/Head of Finance & Corporate Services before using this form of transport.

Where the member has not used the WHA account, they will be reimbursed the cost of a taxi on submission of an expense form when accompanied with a valid receipt.

If more than one committee member is attending the event, then the taxi service requires to be shared.

5. Procedure

An expenses claim form (Appendix 2) must be completed (where possible digitally) and emailed to Corporate Admin, attaching the appropriate receipts. All claims will be authorised by the Chief Executive or Head of Finance, IT and Corporate Services.

WHA will not accept liability for any tax payable where the committee member is in employment. Where the member is in receipt of state benefit, the onus is on the individual to declare any payments.

6. Evaluation and Monitoring

Summary of expenses paid to committee members are reported in WHA's quarterly management accounts and disclosed as part of our published annual accounts. On an ongoing basis, the arrangements will be managed, with individual claims being considered, as they arise.

7. Review

The Management Committee will have regard to this policy as part of the Governance Handbook in order that it can be brought to the attention of new committee members.

The policy will be reviewed by the Management Committee every three years.

WHA Appendix 1 - Vehicle Declaration Form

For Users of Personal Vehicles on Company Business	
I have a full and valid driver's licence	
My vehicle is insured for business use, has a current MOT and is road-taxed	
I will maintain my vehicle in a roadworthy condition at all times	
I know of no adverse health effects that may affect my ability to drive	
I have/do not have (delete as appropriate) vehicle breakdown cover. Should I not have breakdown cover, I will be responsible for any costs associated with the repairing/pick up of my vehicle should it break down.	
I will not use my mobile phone whilst driving including via a hands-free kit	
I understand that I may be held liable should any of the above points no longer apply and I have not reported this to the Secretary to the Health and Safety Committee	

Member's signature		Date	
Secretary to the Health & Safety Committee		Date	

Appendix 2 – Example Expenses Claim Form (digital document)

Expenses Claim Form		<i>Please note mileage should only be claimed on completion of an annual vehicle declaration form</i>				
Name: (print)		Name: (signed)		Date From:		
Approved By: (print name)		Approved By: (signed)		Date To:		
DATE	DETAILS	MILES	TRAVEL (£)	SUBSISTENCE (£)	OTHER (£)	TOTAL
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	£0.4500 Cost per mile		0 miles			
	Total £ Due	£	-	£	-	£ -
I certify that the total claimed was incurred on Association business					TOTAL	-

Appendix 3 – EVH Allowances Rates



ALLOWANCES	1 April 2022	1 April 2023
Cars		
Essential User Lump Sum	£1,472	£1,549
Mileage - first 10,000 miles	45p	45p
Per mile thereafter	25p	25p
Passenger - per mile	5p	5p
Motorcycles - per mile	24p	24p
Bicycles - per mile	20p	20p
Subsistence		
On duty 10 hours plus	£17.97	£18.91
5 - 10 hours outwith area	£11.00	£11.57