



**PARKHEAD HOUSING ASSOCIATION LTD.**

**EXPENSES POLICY**

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**Parkhead Housing Association Ltd**  
**Expenses Policy**

1. The Association will pay the following out of pocket expenses incurred in connection with Association business.
2. Expenses Policy will be reviewed every year.

4. **Out of Pocket Expenses**

- a) *DAY COURSE* - Any expenses incurred will be refunded (for Board members only) on production of reasonable receipts. All Staff members will normally be reimbursed by their monthly expenses through their salary.
- b) *OVERNIGHT STAY*- £30.00 - PER NIGHT (for Board and staff members)
- c) *BREAKFAST* - £10 per day (for Board and staff members). This can only be claimed if no breakfast is provided.
- d) *LUNCH* - £10 per day (for Board and staff members). This can only be claimed if no lunch is provided.
- e) *EVENING MEAL* - £20 (for Board and staff members). This can only be claimed if no evening meal is provided.

If a Board or staff member incurs extra costs from the above then they will be reimbursed on presentation of a dated till receipt.

5. **Travel Costs**

- a) *PUBLIC TRANSPORT* - costs (second class) will be reimbursed in full. Receipts/tickets are required if not purchased in advance by the Association. In instances where the Association's taxi account is utilised, emailed notification should be made to Corporate Finance Assistant stating date(s) and passengers included on the journey. Any utilisations of the taxi account without substantiation are liable to be claimed back through the person(s) attributable to the costs.
- b) *OWN CAR* - for journeys out with Glasgow City boundary a where the use of a car is necessary (i.e. public transport is not available or unduly inconvenient) a mileage rate of 45.0 pence per mile will be paid (equivalent to the current Inland Revenue Fixed Profit Car Scheme Flat Mileage Rate)

If passengers are taken, a further 5.0pence per mile will be given.

Sharing cars is expected where practical to minimise travel costs to the Association.

6. **Babysitting Expenses**

These apply to Board Members only.

Claims must be made on the night of the meeting at which claim forms will be available. Costs claimed will be actual expenditure incurred with a maximum of £4.00 per hour and a receipt signed by the person being paid for the baby sitting service will be required before the money is paid out. This payment is made regardless of number of children but only for children up to the age of 16, and not to be paid to any member of the claimant's household.

(Maximum of £40.00 for any 24hr period.)

7. **Jury Duty Expenses for staff members**

The Association will be reimbursed for the Staff member's lost hours by the Court based upon their hourly rate.

At the end of the Jury Duty period a court loss of earnings and expenses form is completed by staff members and returned to court.

A cheque is sent from the court direct to the staff member who then reimburses the Association with the loss of earnings amount. The expenses incurred remain with the staff member if they have personally paid them otherwise the full cheque will go to the Association.

8. Any variation to the rates payable for exceptional circumstances must be approved by a Board meeting before being granted.

All rates stated above are with effect from 1 April 2014 unless otherwise stated.

**Summary of Rates**

**Expenses**

Overnight	£30.00
Babysitting	£4.00

**Mileage**

Mileage Rate - first 10,000 miles	45.00pence
Per mile thereafter	25.00pence
Additional Passengers (per person/ per mile)	5.0pence
Motorbike	24.pence
Cycle	20.pence