



BOARD POLICY

Title: Board Member Expenses

Responsible Officer: Chair of NCHA Board

Approved: October 2019

Last Review: October 2022

Next Review: October 2025

Purpose: To confirm eligibility and arrangements for payment of expenses to NCHA Board, Pelham Homes Board and Committee members

Policy:

- The Association will meet all reasonable expenses of Board and Committee members incurred during the course of their duties.
- Claims should be submitted on the approved claim form and supported by relevant receipts. Details on how to make a claim can be obtained from the Chief Executive or Company Secretary.
- Claims should be submitted at regular intervals as claims more than three months old will not normally be paid.

Subsistence

- NCHA will reimburse you for the cost of meal, snacks and refreshments incurred in connection with your role as a Board or Committee member.
- Claims for subsistence should be made in line with HRMC scale rates (see below).
- In the unlikely event that you require overnight accommodation, NCHA will meet the cost of suitable overnight accommodation needed to enable you to carry out your duties.
- NCHA will book accommodation in advance on your behalf, making use of any available discounts for advanced bookings where available and uses clean well maintained accommodation, appropriate to the needs of Board and Committee members, at reasonable cost.

Travel expenses

- Board and Committee members are expected to make every effort to make the most economic travel arrangements in connection with the fulfilment of their duties.
- Board and Committee members are not permitted to claim travel expenses to and from the Pelham Road Campus for scheduled Board and/or Committee meetings.
- Board and Committee members can claim travel expenses when travelling to and from the Pelham Road Campus for other training, meetings or events when they not part of a scheduled Board or Committee meetings. These expenses will be subject to statutory deductions.
- Car expenses, where payable, are reimbursed at the Inland Revenue's Authorised Mileage Rates. No further payments will be paid for additional passengers. If incurred, the cost of parking whilst on NCHA business may be reclaimed (not parking fines).
- For long distance journeys where it may be more economical to travel by public transport, the cost of tickets may be reclaimed.
- NCHA will meet the costs of a taxi reasonably incurred in connection with your role as a Board or Committee member, for example for safety or mobility reasons, or where no public or private transport is reasonably or conveniently available.

HRMC scale rates

The following may be claimed for food and drink based on HRMC scale rates:

- If away from home/usual place of work for at least 5 hours up to £5.00
- If away from home/usual place of work for at least 10 hours up to £10.00
- 15 hours away from home/usual place of work (ongoing at 8pm) up to £25.00
- Where a scale rate of £5 or £10 is paid and the qualifying journey in respect of which it is paid lasts beyond 8pm a supplementary rate of £10 can be paid to cover the additional expenses necessarily incurred as a result of working late.
- Tea/Coffee (when away for full day) up to £4.00

NCHA will not reimburse members for the purchase of alcohol as part of their subsistence.