



POLICY ON STAFF MEMBER EXPENSES

Last reviewed by Management Committee : 3 June 2020

Date due for review: June 2023

The information in this document is available in other languages or on tape/CD, in large print and also in Braille.

For details contact the Association on 0141 578 0200 or e-mail: admin@hillheadhousing.org

本文件所載資料備有中文(廣東話)版本，也可以製成錄音帶/光碟，以及利用特大字體和凸字印製，以供索取。
欲知有關詳情，請聯絡本協會，電話：0141 578 0200，或向我們發送電郵，電郵地址：
admin@hillheadhousing.org

Tha am fiosrachadh anns an sgrìobhainn seo ri fhaotainn ann an Gàidhlig no air teip/CD, sa chlà mhòr agus cuideachd ann an Clò nan Dall.
Airson tuilleadh fiosrachaidh, cuiribh fios dhan Chomann air 0141 578 0200 no cuiribh post-dealain gu: admin@hillheadhousing.org

इस दस्तावेज़ में दी गई जानकारी हिन्दी में भी या टेप, सी डी, बड़ी छाप और ब्रैल में भी उपलब्ध है। विवरण के लिए एसोसिएशन को नम्बर 0141 578 0200 पर या ई-मेल के द्वारा सम्पर्क करें :
admin@hillheadhousing.org

ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚ ਦਿੱਤੀ ਗਈ ਜਾਣਕਾਰੀ ਪੰਜਾਬੀ ਵਿੱਚ ਵੀ ਜਾਂ ਟੇਪ, ਸੀ ਡੀ, ਵੱਡੀ ਛਪਾਈ ਅਤੇ ਬ੍ਰੈਲ 'ਤੇ ਵੀ ਉਪਲਬਧ ਹੈ। ਵੇਰਵੇ ਲਈ ਐਸੋਸੀਏਸ਼ਨ ਨੂੰ ਨੰਬਰ 0141 578 0200 'ਤੇ ਜਾਂ ਈ-ਮੇਲ ਰਾਹੀਂ ਸੰਪਰਕ ਕਰੋ :
admin@hillheadhousing.org

اس دستاویز میں درج معلومات اردو زبان یا آڈیوٹیپ / سی ڈی، بڑی طباعت اور بریل میں بھی دستیاب ہیں۔
تفصیلات کے لئے ایسوسی ایشن سے ٹیلیفون نمبر 0141 578 0200 یا ای میل admin@hillheadhousing.org کے ذریعے رابطہ قائم کریں۔

<p>Regulatory Compliance</p>	<p>Standard 3 The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay.</p> <p>3.6 The governing body ensures that employee salaries, benefits and its pension offerings are at a level that is sufficient to ensure the appropriate quality of staff to run the organisation successfully, but which is affordable and not more than is necessary for this purpose.</p>
<p>Financial Impact</p>	<p>Low</p>
<p>Risk Assessment</p>	<p>low</p>

Introduction

Hillhead Housing Association 2000 understands that on occasion employees will incur expenses whilst carrying out their role and must be reimbursed. This policy sets out the expectations and procedure for the Association reimbursing work related expenses.

Principles

- Employees of Hillhead Housing Association 2000 will be neither financially advantaged nor disadvantaged as a result of incurring genuine business expenses.
- Employees' will travel to and from their normal place of work in their own time and at their own expense.
- Hillhead Housing Association 2000 will reimburse costs of any necessary travel made on its behalf, over and above normal travel to work.
- Travel must be by the most cost effective mode of transport, taking into account journey time as well as monetary cost.
- Any discount obtained in the course of incurring an expense must be included in any subsequent claim submitted.
- Any breeches of this policy may result in disciplinary action in accordance with the Association's procedures.

Business car insurance

Employees using their own cars for business travel must have their vehicle comprehensively insured and for business purposes. Hillhead Housing Association 2000 will not accept responsibility for any damage to an employees' car or for injury to the occupants whilst the car is being used for business purposes.

Travelling by car

Where it is cost effective to make a business journey by car, a mileage allowance may be claimed as follows:

▪ First 10,000 miles	45p
▪ Per mile thereafter	25p
▪ Passenger per mile	5p
▪ Motorcycles per mile	24p
▪ Bicycles per mile	20p

These rates are reviewed in line with HMRC.

Any expense claim must detail the number of miles travelled, the destination and the purpose of the journey.

If the employee travels directly to and/or from home then the amount of miles between their home and normal place of work should be deducted from the mileage claimed.

Travelling by taxi

An account is in place with a local taxi firm for use, when necessary, by staff and committee members. Taxis should be booked through the Association's office for monitoring purposes. If it is necessary to use an alternative firm, receipts should be obtained for the fare and submitted with the expenses claim.

Travelling by public transport

Travel should be by standard class. Where possible, tickets should be booked well in advance to take full advantage of any discounts available on fares. All claims should be accompanied by tickets and/or receipts.

Travelling by air

Where necessary, air travel is permitted. Air travel will be refunded at economy class rates only. Where possible, tickets should be booked well in advance to take full advantage of any discounts available on fares. All claims should be accompanied by tickets and/or receipts.

Subsistence allowance

The rates of the allowance are based on an extension to the working day and/or working out with an employees normal area. It is therefore necessary to detail the start and finish times of each business activity when claiming the allowance.

Levels of subsistence allowance

1. On duty for more than 10 hours
2. On official duty for 5-10 hours outwith area

Rates

The rates are reviewed every year as part of salary negotiations and announced thereafter.

Overnight subsistence

Where an employee is on official duty for Hillhead Housing Association 2000 which requires an overnight stay, reasonable expenses will be met. The nightly rate of this subsistence is £25 per 24 hours and is calculated to cover for example telephone calls home, tea/coffee/biscuits on longer journeys and a contribution to drinks with meals etc.

Corrective Eyewear

Where an employee uses VDU equipment for the majority of their role (as stated in the Association's H&S Manual) they can claim for a contribution towards corrective eyewear and contact lenses. If further eye tests result in a different prescription being prescribed, the allowance can be claimed again. The allowance can only be claimed on subsequent occasions when there is a change in prescription. Verification of the change in prescription must be submitted with the expense via a letter from the

optician that confirms the individual's prescription has changed and they require corrective eyewear for VDU use.

Miscellaneous expenses

Occasionally, other reasonable expenses incurred by employees that are not covered in this policy may be refunded by the Association. Each case will be considered on its own merits without setting any precedent for the future.

All expenses claims must be submitted using the Association's claim form and accompanied by appropriate receipts to the Finance Officer.

Data Protection

Hillhead Housing Association will treat personal data in line with its obligations under the current General Data Protection Regulation and its own Privacy Policy. Information regarding how data will be used and the basis for processing data is provided in the Association's Privacy Notice.

Equal Opportunities

The Association will seek to ensure that in implementing this policy that no group, organisation or individual will receive less favourable treatment or be discriminated against regardless of their race, colour, ethnic or national origin, language, belief, age, sex, sexual orientation, gender realignment, disability, marital status, pregnancy or maternity. We will positively endeavour to achieve fair outcomes for all.