



Procedure for Board Members Expenses

1. Introduction

- 1.1 This procedure is to enable the reimbursement of Board members expenses.
- 1.2 Presently, Board and Committee Meetings are held virtually, but throughout the year there may be times when a Board member may incur an expense.
- 1.3 Hanover will meet travel, accommodation and subsistence expenses incurred by members on Association business, subject to members making all reasonable efforts to minimise their expenditure and to the production of receipts or other evidence to vouch for their expenditure.

2. Board Members Expenses

- 2.1 In the first instance, Hanover will try to cover the expense and organise such things as travel and accommodation.
- 2.2 Travel and accommodation expenses will be organised by the Executive Business Officer/ Business Support Officer.
- 2.3 Those Board Member Expenses will be paid for using a company credit card.
- 2.4 The appropriate documentation must be sent to the relevant member of staff who oversees the credit card, and they will reconcile the purchases appropriately.
- 2.5 If a Board member incurs an expense, they will need to sign the relevant Board Member Expense Claim Form and provide copies of receipts and bank details that they wish the reimbursement to be paid into.
- 2.6 The completed Board Member Expense Form and relevant receipts must be authorised by Head of Governance & Transformation / Director of BST.
- 2.7 The Board Member Expense Form (including bank account details) should then be sent to accountspayable@Hanover.scot for payment to be processed.
- 2.8 Finance will process the relevant payment. If Board Member Expense Form is received before a Wednesday (cut-off date), Board members should receive payment on the following Monday.
- 2.10 Subsistence rates will be consistent with those payable to staff members.
- 2.11 Mileage rates for the use of members' own vehicles will be consistent with HMRC approved rates.

3. Appendices

Appendix 1: **Board Member Expense Form**

Appendix 2: **Travel & Subsistence Rates from 1 September 2023**

| | |
|------------------------|---|
| Department | Business Support & Transformation |
| Author | Business Support Officer / Business Executive Officer |
| First Approved | 01/09/2023 |
| Approved By | Director of Business Support & Transformation |
| Next Review Due | 3 years |

Appendix 1



HANOVER (SCOTLAND) HOUSING ASSOCIATION LIMITED

Version 2008

EXPENSES CLAIM FORM

Name: _____
Address: _____

Post Code: _____

FINANCE USE ONLY

___/___ ___/___ £.....
 ___/___ ___/___ £.....
 ___/___ ___/___ £.....

Checked by..... Date.....

| Date | Details of Journey/Expense (including purpose) | Receipt Number | Mileage (miles) | Fares & Taxis (£) | Meals (£) | Sundries (£) |
|---------------|--|----------------|-----------------|-------------------|-----------|--------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Totals | | | | | | |

Bank Account Name: _____
Sort Code: _____
Account No: _____

Certification

I certify that the expenses and mileage claimed were incurred wholly, necessarily and exclusively for the purpose of the journey.

Signature..... Date.....
 Approved by..... Date.....

| Summary | £ |
|--------------------|---------------|
| Mileage | 0 miles @ 45p |
| Fares & Taxis | |
| Meals | |
| Sundries | |
| Total Claim | |

Appendix 2

Travel & Subsistence Rates from 1 September 2023

1. Introduction

- 1.1 The Policy on Vehicle Management (previously Vehicles at Work) is now in place. This policy is aimed at giving drivers a wide choice of vehicles, while controlling costs, with greater focus on environmental issues.
- 1.2 The mileage rates below are the advisory fuel rates (AFR) and advisory electricity rates (AER) provided by HMRC and apply to employees using a company car. These are the rates that apply when the Association reimburses employees for business travel and by using the AFR/AER, for engine size and fuel type, HMRC will accept that this is no taxable profit and no Class 1A National Insurance to be paid. HMRC review these rates on a quarterly basis and the Association will update the undernoted table with any changes recommended
- 1.3 Staff are reminded that they will be reimbursed if, at any time, they demonstrate that the rates payable are insufficient to meet the fuel/electricity costs of a particular type of vehicle.

2. Mileage Rates

- 2.1 In line with the Association's Environmental Policy Statement which encourages car sharing by employees, an additional payment will be made to all employees who carry passengers on company business. This payment is 5p per mile for the first passenger and 2p per mile for each additional passenger.

3. Mileage Rates – Association Car (incl. Cash Alternative Option)

- 3.1 Mileage rates, under the new policy, are based on engine size, and have been set to cover the cost of running most vehicles within the new emissions levels limits (currently 105g/km). All vehicle users are required to select the eco-variants available from most manufacturers which tend to have lower running costs. These mileage rates are the advisory fuel/electricity rates provided by HMRC and take account of the most up to date running costs, (Sept 2023)

3.2

| Petrol Mileage Rate | | Diesel Mileage Rate | | Fully Electr Vehicles Mileage Rat |
|------------------------|-------------|------------------------|-------------|---|
| Engine Size | Pence /mile | Engine Size | Pence /mile | |
| Up to 1400cc | 13p | Up to 1600cc | 12p | 10p /mile |
| >1400cc | 16p | >1600cc | 14p | |

Hybrid cars treated as either petrol or diesel cars for this purpose

- 3.3 Although reference is regularly made to HMRC advisory rates, the Association does not strictly adhere to these, which go down as well as up.
- 3.4 The above emission levels reflect a further move towards the latest Government initiatives. These are encouraging drivers to use vehicles with emissions of 95 g/km or below the EU target for 2020. This was re-enforced in the recent budget announcements.

4. Mileage Rates - Use of Private Vehicles, Motorcycles and Bicycles

- 4.1 These rates apply where staff use their own vehicles wholly and necessarily for business purposes which have been approved in advance by Line Managers. Staff in this case must hold insurance cover for business travel as a condition of this use and payment.
- 4.2 The simplified rates for 2016/17 are in accordance with Inland Revenue rules and, reflect the Government's environmental objectives. These include, inter alia, encouraging drivers to use smaller engine cars. The approved rates, (pence/mile), which will not attract a charge to tax or NIC's for drivers, are as follows:

| | <u>First 10,000 miles</u> | <u>Additional Miles</u> |
|----------------------------|---------------------------|-------------------------|
| <i>Motor cars and Vans</i> | | |
| <i>All engines sizes</i> | 45 | 25 |
| Motorcycles | 24 | 24 |
| Bicycles | 20 | 20 |

- 4.2.1 This rate includes an element to cover the cost of wear and tear, insurance, tax and servicing.

5. Meals

- 5.1 See section 6 (Appendix 1) of [Expenses Guidelines for staff](#).

- 5.2 Breakfast/Snack £7.40
Full Evening Meal £22.10

- 5.3 These amounts are considered to represent the maximum and, will not be an automatic entitlement. Claims must be fully receipted with reason for incurring expenditure stated on expenses claim form.

6. Accommodation

- 6.1 See section 5 (Appendix 1) of [Expenses Guidelines for staff](#).