



FINANCE
Staff Expenses Policy and Procedure
April 19
April 24

Policy on :	Staff Expenses Policy and Procedure
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Compliant with Charter :	N/A
Compliant with New Regulatory Framework:	<p>Regulatory Standards of Governance and Financial Management</p> <p>No 3: The RSL manages its resources to ensure its financial well-being and economic effectiveness.</p> <p>No 4: The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.</p> <p>No 5: The RSL conducts its affairs with honesty and integrity.</p>
Compliant with Tenant Participation Strategy:	N/A
Compliant with Equal Opportunities:	N/A
Compliant with Budget/Business Plan :	N/A

Date of Approval :	15/04/19
Date for review :	April 2024

Responsible Officer :	Finance & IT Manager, Lorna Colville
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POLICY ON STAFF EXPENSES

1. INTRODUCTION

Paisley HA understands that on occasion employees will incur expenses whilst carrying out their role and must be reimbursed.

The Housing (Scotland) Act 2010 does not prohibit or restrict payments to governing bodies or staff. Therefore it is for the Board to set out if, and how, it wants to manage payments to staff taking into account the Regulatory Standards and Statement of Terms and Conditions of Service.

This policy sets out the expectation and procedure for Paisley HA reimbursing work related expenses

2. SUMMARY POLICY STATEMENT

- 2.1 Employees of Paisley HA will be neither financially advantaged nor disadvantaged as a result of incurring genuine business expenses.

Staff will be reimbursed for expenses necessarily incurred on approved association business in accordance with guidelines laid down by the Board and set out below.

- 2.2 The association will adhere to the requirements of the Statement of Terms and Conditions of Service as updated from time to time by Employers in Voluntary Housing (EVH).

- 2.3 The Scottish Housing Regulator Regulatory Standard 5.4 states that "Governing body members and staff declare and manage openly any conflicts of interest and ensure that do not benefit improperly from their position."

Our aim is to conduct our affairs with transparency, honesty and propriety and avoids any public perception of improper conduct and as such the payment of expenses to staff is limited to out-of pocket expenses incurred in connection with the duties of the post.

This policy details under what circumstances and when expenses will be payable and sets out limits on the maximum level of expenses that will be paid in certain circumstances. In some instances we have in place an allowance, and when allowances, rather than actual expenses are paid to staff to cover out of pocket expenditure (e.g. for subsistence when attending meetings) then the scale of the allowances is, we feel, reasonable and in accordance with the current EVH/Unite agreed rates. These rates are appended to the current set of salary scales, which will be reviewed every year.

- 2.4 Employees' will travel to and from their normal place of work in their own time and at their own expense.
- 2.5 Paisley HA will reimburse costs of any necessary and approved travel made on its behalf, over and above normal travel to work.
- 2.6 Travel must be by the most cost effective mode of transport, taking into account journey time as well as monetary cost.

- 2.7 Any discount obtained in the course of incurring an expense must be included in any subsequent claim submitted.
- 2.8 Any breaches of this policy may result in disciplinary action in accordance with Paisley HA's procedures.

3. TRAVEL EXPENSES

3.1 Business Travel

3.1.1 In the interests of prudence the most efficient method of travel chosen by staff at all times should have regard to cost as well as convenience/time taken to travelling.

3.1.2 Staff travelling on authorised business for the Association will be entitled to:

- a) use public transport. All travel will be refunded at second-class rates.
- b) use their car/motorcycle so long as the correct documentation as noted below is in place.
- c) use of a bicycle.
- d) other modes of transport with prior agreement from the line manager/director.

3.1.3 PHA Site/Home Visits

The preferred modes of transport for such visits, if outwith walking distance, is by car or by public transport, as this is generally considered being the most efficient.

However taxis can be used (see separate section below) where considered appropriate.

When carrying out a number of planned visits within the stock in one day, staff should aim where possible to order the visits in the most efficient order taking account travel costs, staff time and customer service.

If a staff member is in doubt about the most cost effective mode of transport then he/she should discuss the matter with his/her Line Manager.

3.1.4 Meetings/Events (Evening)

The most efficient mode of transport will depend very much on the venue, however, in this case, staff would not be expected to compromise their personal safety by using Public Transport in the evening. A taxi would be permissible, as detailed below, if a private car was not available.

3.1.5 All Day Training Events/Meetings

Where an event is over one full day or more days, then the staff member would have the opportunity to plan his/her journey more effectively. The most cost effective method of transport would apply, normally public transport, except if the venue was remote. Staff should also endeavour to establish whether the training organisation is providing transport from a specific location eg. from train station to hotel.

3.2 **Traveling by car.**

3.2.1 **Business Car Insurance and Declaration.**

Employees using their own cars for business travel must have their vehicle comprehensively insured and for business purposes. A copy of the insurance certificate must be provided to the H&S Administrator before travelling for business purposes takes place and expenses are submitted.

Thereafter copies of annual renewal certificates must be submitted annually along with the completed proforma "Declaration Form to Use Car for Business" attached (Appendix 2)

Paisley HA 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.

3.2.2 Where it is cost effective to make a business journey by car, a mileage allowance may be claimed. i.e because it is:

- necessary, (no public transport alternative) or
- cheaper, for example several members travelling together and
- most time efficient.

Payments will be made at the current rates as advised by EVH. These rates are reviewed in line with HMRC. (See Appendix 4 for current rates)

3.2.3 Any expense claim must detail the number of miles travelled, the destination and the purpose of the journey. This must be for an approved business purpose.

3.2.4 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.

3.2.5 **Car expenses for long journey**

Journeys over 50 miles (round trip) can only be claimed on the basis of equivalent public transport e.g. 2nd class rail travel and bus fare from main stations to destination.

If staff elect to use their car they will be recompensed for additional passengers (at the EVH passenger rate See Appendix 4) but the cost to the Association will not exceed however much the total public transport cost of the journey would be (for the number of passengers travelling).

This would, for example lead to a typical amount for Edinburgh being £21.80. If 2 were travelling this would be £43, which would be less than claiming 120 mile trip.

If you are in any doubt about what you are due you should liaise with the Finance Officer first and establish the 'travel cost' of the journey before you leave.

In certain circumstances (ie conferences) venues can not be easily attended using public transport. (ie accessible train or bus stop over 10 minute walk from the venue). Where alternative transport has not been arranged by the training organisation in these circumstances the Line Manger can agree that payment will be made on the full mileage travelled at the published rates.

3.2.6 **Car Expenses – General**

A list detailing mileages from the main office to commonly attended venues, such as Renfrewshire Council, are attached in Appendix 3 for staff information and convenience.

3.2.7 **Essential Car User Allowance**

All staff will be paid at the relevant EVH mileage rate allowance to compensate them for use of their private car. Staff that are required to do more **than 6000** business miles per year will also receive the Essential car user Allowance. Allowances are published by EVH annually in their Salaries and Allowances document. (See Appendix 4 for copy of current rate)

3.3 **Traveling by Taxi.**

Taxis should only be used when necessary or considered more efficient by the Line Manager.

An account has been agreed with a local taxi firm for staff use. Please identify yourself as a staff member of PHA and give the 'pin' number. The telephone number and pin number can be obtained from the Corporate services Officer.

Outwith Paisley, staff may use another taxicab. In this case a receipt should be obtained for the fare and submitted with the standard monthly claim form.

3.4 **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. **Tickets can be purchased in advance using the Association Credit Card. Please request this via the CSO.**

Where a staff member does not have regular daily access to a car for business use and they do sufficient business travel to warrant the price, a bus pass will be funded by the Association for the staff member's patch area.

3.5 **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.

3.6 **Travelling by bicycle**

The Association participate in the cycle to work scheme and encourages staff to use these cycles to travel for short visits such as site and home visits while at work.

Travel by cycle for work purposes can be claimed. Payments will be made at the current rates as advised by EVH. These rates are reviewed in line with HMRC. (See Appendix 4 for current rates)

4. SUBSISTENCE AND ACCOMMODATION

4.1 Subsistence Allowance

4.1.1 When a member of Staff is on duty outwith Paisley , approved in advance by his/her Line Manager, for a period of between 5 and 10 hours in a working day, an allowance will be paid in the following circumstances:-

- (i) where the employee attends a training course where a meal is **not** provided;
- (ii) where an employee is required to attend a meetings/events where a meal is **not** provided;

4.1.2 Certain Staff often require to attend evening meetings as part of their employment with the Association eg. meetings of the Association's Board, meetings with clients of the Association or partner organisations.

When a member of Staff is on duty, approved in advance by his/her Line Manager, for a period of more than 10 hours in a working day, an allowance will be paid subject to the following.

The subsistence allowance is meant to cover the cost of an evening meeting while at work. If a member of staff attending such an evening meeting chooses to be away from the office for a length of time (ie greater than 30 minutes) before the meeting, then they should not claim subsistence but instead should claim mileage for the journey to and from their home.

4.1.3 The rates of the allowance are based on an extension to the working day and/or working out with an employee's normal area. It is therefore necessary to detail the start and finish times of each business activity when claiming the allowance. The rates are reviewed every year as part of the salary negotiations between EVH and Unite Union, and are then published by EVH thereafter. (See Appendix 4 for current rates)

4.1.4 No subsistence will be paid in respect of conferences or seminars where meals are provided.

4.2 Overnight subsistence

4.2.1 Where an employee is on official duty for Paisley HA which requires an overnight stay, reasonable expenses will be met by Paisley HA on production of appropriate receipts.

4.2.2 The cost of overnight accommodation will only be reimbursed where details are agreed in advance and have not already been arranged and paid for by PHA. Where possible, accommodation should be booked in advance to ensure the best rate possible.

4.2.3 The cost of evening meals will also be refunded up to a maximum of £15. (HMRC rate) No subsistence will be paid in respect of conferences or seminars where meals are provided.

4.2.4 When a staff member attends a residential event, a subsistence allowance to cover out of pocket expenses of up to £30 per night away may be claimed, on production of receipts. This is calculated to cover for example tea/coffee and biscuits on train journeys, or a round of drinks for a small group at the conference.

4.3 All subsistence allowances will be taxed.

5. TELEPHONE CALLS

- 5.1 Through practice, staff uses their own personal mobile phone for business calls and so the Association no longer holds a supply of business mobile phones.
- 5.2 Where a small number of business calls are made ie to phone a taxi or in emergencies etc staff should use their personal mobile to make such calls. These calls can be reclaimed on the staff expenses form at the rate approved by Board for casual usage. (See Appendix 4).
- 5.3 Where users classed as casual users of the personal mobile for business use, require making a significant number of/long business calls, they should get this approved by their Line Manager in advance.
- 5.4 Some staff have been identified as high business users (See Appendix 5) and are entitled to the standard monthly allowance (See Appendix 4) towards their personal mobile phone costs.
- 5.5 Personal calls can be made using the office phone, preferable outwith working hours, so long as these calls are local, limited and infrequent. In exceptional circumstances, more expensive calls can be made with the prior approval of the Line Manager.

6. CORRECTIVE EYEWEAR

- 6.1 Where an employee uses VDU equipment for the majority of their role (as stated in Paisley HA's H&S Manual) they can claim for a contribution towards corrective eyewear. 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.

7. MISCELLANEOUS EXPENSES

- 7.1 Where possible other business expenses should be invoiced to PHA, paid through petty cash or where appropriate paid using the office Credit Card held by the Finance Manager.
- 7.2 Occasionally, other reasonable business expenses incurred by employees that are not covered in this policy may be refunded by Paisley HA. Each case will be considered on its own merits without setting any precedent for the future.
- 7.3 The expenditure will be reimbursed on production of all appropriate receipts.

8. PROCEDURE

- 8.1 All expenses claims must be submitted using the attached form and accompanied by appropriate receipts as per the attached procedure. (See Appendix 1)
- 8.2 Normally expenses will be paid through monthly salaries.
- 8.3 Where a staff member has to use public transport for Association business, costs of the public transport can be paid through petty cash instead of the monthly salaries with Line Manager's prior approval, although it is preferred all travel expenses are claimed through the monthly salaries.
- 8.4 It is a requirement, to tie in with HMRC requirements, that all claims for car mileage are paid via staff salaries, using the expenses claim form.
- 8.5 Where a staff member prefers not to use their own car and claim mileage the following month, staff will be expected to use public transport and can claim as noted above.
- 8.6 Where the most cost effective mode of transport is not adopted for specific business reasons, this alternative mode of transport must be authorised by the Line Manager in advance.

9. MONITORING

- 9.1 The Line Manager signing off staff expenses is responsible for ensuring staff expenses claims are legitimate and an efficient use of association resource's.
- 9.2 The Finance Officer is responsible for ensuring that appropriate records are kept of expenses payments made to staff and are processed through salaries, accounting for tax and NIC, where appropriate. This will be as detailed in the attached procedure.
- 9.3 The Finance Manager will monitor spend on staff expenses quarterly as part of the management accounts review.

10. REVIEW

- 10.1 Rates for travel, subsistence and corrective eye wear will be updated annual by the Finance Manager in line with Salaries and Expenses document published by EVH annually.
- 10.2 The Board will review this policy, and the rates not updated by EVH, at least every five years

APPENDIX 1: PROCEDURE - MONTHLY EXPENSES' CLAIM

- 1 Forms are issued by the Finance Officer, around the 18th of the month. The Standard Form is an Excel file held in [\\server1\CentralRecords\Forms and Templates\SF12 Staff Expenses Sheet.xlsx](#). (Appendix 6) Monthly the Finance Officer will update the standard form with the most recent dates. The Finance Officer will then email all staff to advise them an expense form has to be completed and by when.
- 2 Where a member of staff has expenses to claim, they should claim these expenses within the following month. They are required to complete and return an expenses claim form, electronically. The staff member will type their name in the staff signature section. The claim form is then emailed to the Line Manager. Staff must not save over the original form in central records with a completed form.
- 3 Expenses claimed after the following month will only generally be allowed if a claim could not have been made on time due to holidays/sickness, although the line manager can also approve late claims due to other reasons in exceptional circumstances.
- 4 Authorisation to use cars for journeys of over 50 miles should be sought from your Line Manager. If this is not obtained, expenses will not be paid. Line Managers should specifically note such claims prior to authorising expense forms.
- 5 Where the cost of public transport fares will be paid without tickets because a member of staff has chosen to use their cars for a journey greater than 50 miles and no specific alternative authorisation has been approved by the Line Manager such cases should be clearly indicated on the claim form.
- 6 Completed forms should be collected by the Line Manager who will examine the reasonableness of each claim, in particular mileage claimed, before typing their name on the forms, to authorise them, and forwarding them by email to the Finance Officer by the date requested. Line Managers are not expected to check arithmetic calculations or that the appropriate mileage rate has been used.
- 7 The Finance Officer will process expenses via the monthly salaries system.
- 8 The Finance Officer will check the validity of any subsistence claims.

The Finance Officer will check the arithmetic calculations that the appropriate mileage rate has been used and the email has been correctly forward from the staff member to the Finance Officer in the correct way, as noted above.
- 9 If correct, the forms are printed of by the Finance Officer. To ensure all forms are accounted for the Finance Manager will, initial the paper copies of the forms as correct copies. The claims are then processed through salaries per the Processing Salaries Procedure and filed in the salary folder. Tax and NIC will be deductible unless a special exemption has been agreed with HMRC

- 10 If incorrect, the form is emailed back to the relevant staff member for correction and re-authorisation.
- 11 The authorised expense forms are shown to the relevant Board members as part of the monthly salary cheque signing.
- 12 The Finance Manager will advise new members of staff on the completion of expense claims as part of the induction process.
- 13 If staff prefer, expenses, other than mileage & associated parking, subsistence or corrective eyewear claims, can instead be claimed out with the salary procedure.
- 14 Such expenses, accompanied by tickets and /or receipts can instead be paid by:
- petty cash if less than £50 – completing a petty cash request form, signed off by the Line Manager or
 - BACS- completing a BACS request form, signed off by the Line Manger
 - Credit Card - completing a Credit Card request form, signed off by the Line Manger
- 15 Alternatively PHA can arrange travel for staff in advance: the CSO will arrange to purchase train/bus tickets in advance for the staff member. At least three days' notice of travel should be given the CSO. The CSO will liaise with the line manager for approval, if this has not already been received.
- 16 Where the CSO cannot purchase the ticket, the staff member can reclaim the cost of public transport from petty cash/BACS. Petty Cash slip/BACS Request Form should be signed by line manager (as they would approve all travel) and receipt of travel (e.g bus ticket) should be provided as back up for the claim. The Finance Assistant will then pay out of petty cash/process the payment in the usual way. The FA will note in the pipework that this is for staff travel.
- 17 In exceptional circumstances (in particular where cost of travel is high e.g outwith Glasgow/Renfrewshire & where pre purchase is not available) staff members can claim the cost from petty cash/via BACS/Cedit Card in advance of travel, this must be signed by Line Manager. Travel tickets should be provided to the FA on the staff members return to work.

Appendix 2: Declaration Form To Use Car for Business

PSHA – Vehicle Declaration Form

Name: _____

For users of company vehicles

I confirm that (please tick relevant boxes):

- I have a full and valid driving licence.
- I will report any faults / damage to the vehicle to the Health and Safety Administrator as soon as possible.
- I know of no adverse health effects that may affect my ability to drive.
- I am aware of the arrangements in place for obtaining assistance should the vehicle break down.
- I am aware of the location of the safety equipment in the vehicle and know how to use it (having received appropriate training where required).
- I will not use a 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 Health and Safety Administrator.

For users of personal vehicles on company business

I confirm that (please tick relevant boxes):

- I have a full and valid driving licence.
- My vehicle is insured for business use.
- I will maintain my vehicle in a roadworthy condition, including road tax & valid MOT, where required, 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 a 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 Health and Safety Administrator.

Signature: _____

Date: _____

Note: This form should be completed annually.

Appendix 3 : List of Standard Mileages From PHA:

From 64 Espedair St

To/From	One Way Mileage
To Other Offices	
Williamsburgh HA	1.5 miles
Bridgewater HA	9 miles
Ferguslie Park HA	2 miles
Barrhead HA	3 miles
Linstone HA	5 miles
Renfrewshire Council	1 mile
GWOSF	8 miles
Share	10 miles
SFHA	9 miles
EVB	9 miles
PHA Housing Stock	
South	0.5 miles
St Ninian's Rd	0.5 miles
Town Centre	1 mile
West End	1.5 miles
Glenburn	1.5 miles
Foxbar Rivers	3 miles

From Assurance House

To/From	One Way Mileage
To Other Offices	
Williamsburgh HA	0.6 miles
Bridgewater HA	6.5 miles
Ferguslie Park HA	2 miles
Barrhead HA	4 miles
Linstone HA	3.5 miles
GWOSF	8 miles
Share	10.5 miles
SFHA	9 miles
EVB	9 miles
PHA Housing Stock	
South	1 miles
St Ninian's Rd	1 miles
Town Centre	0.5 mile
West End	1 miles
Glenburn	2 miles
Foxbar Rivers	2.5 miles
Foxbar Other	3 miles

Appendix 4 : Approved Expense Rates

Allowances as Published by EVH

EVH Allowance for 2019/20	
Cars:	
Essential Car Users Lump Sum	£1,381 per year
First 10,000 miles	45p
Per mile thereafter	25p
Additional Passenger rate per mile	5p
Motorcycles per mile	24p
Bicycles	20p
Subsistence:	
On duty more than 10 hours	£16.85
On duty 5-10 hours outwith Renfrewshire	£10.31

Use of Person Mobile to make Business Calls

PHA Allowance	
Casual User Rate	50p per call
High Business User Rate	£15 per month

Prescription Spectacles

EVH Allowance for 2019/2020	
Payment towards cost	£92.98

First Aid Allowance

EVH Allowance for 2019/2020	
First Aid Allowance	£466 per year

Appendix 5: List of Essential Phone Users

The list of essential phone users as at 1/4/19 are :

Director
Senior Clerk of Works
Technical officers x 2
Estates Team Supervisor
Welfare Benefits Officer
West End Transformation Project Co-ordinator

SECTION 2 – Other Travel & Accommodation costs

DATE	DETAILS – please give full details and in particular any claims not supported by a receipt.	COST
	TOTAL OTHER TRAVEL & ACCOMMODATION COSTS CLAIMED	£

SECTION 3 – SUBSISTENCE ALLOWANCE

DATE	DETAILS	AMOUNT
	TOTAL SUBSISTENCE CLAIMED	£

SECTION 4 – OTHER EXPENSES

DATE	DETAILS – please give full details and in particular any claims not supported by a receipt.	AMOUNT
	TOTAL OTHER EXPENSES CLAIMED	£

TOTAL VALUE OF CLAIM

SECTION 1 – Mileage	£
SECTION 2 - Other Travel	£
SECTION 3 - Subsistence	£
SECTION 4 - Other expenses	£
TOTAL	£

I certify that the amounts shown were necessarily incurred by me in the course of my duties over the periods shown.

Signed

Claim approved by

EXPLANATION NOTES

1. Mileage

Give a description along the following lines:

- Date
- Details
- Purpose of trip
- Miles – miles travelled. If travelling straight from home, deduct the amount of miles between your home and the normal place of work.

2. Other Travel & Accommodation costs

Give the date, the purpose of the trip and the costs involved and get receipts wherever possible. This section is for train fares, buses, car parking, hotel bills and the like.

3. Subsistence

Give the date, brief details of why you are claiming (evening meeting etc) and the amount claimed. You need to use a separate line for each subsistence fee you claim.

4. Other Expenses

Use this section for anything not covered above.