

# **BLOCHAIRN HOUSING ASSOCIATION**

## **Committee Members' Expenses**

### **1. Introduction**

Committee members are volunteers. However, they should be given reasonable expenses whilst representing the Association at meetings, seminars, training events, conferences, etc. Additional arrangements may be made at the discretion of the Management Committee. The Association is committed to the highest level of accountability and honesty.

### **2. Expenses**

Expenses are reasonable costs incurred whilst on Association business. Committee members using their own car can claim a petrol allowance. Receipts should be given to the Finance Assistant.

### **3. Subsistence**

Committee members attending events requiring an overnight stay will receive £40 per night to cover out of pocket expenses.

### **4. Care of Dependants**

Care costs can be claimed for dependent children (under 16 years) or an adult dependent receiving Attendance Allowance, if this is agreed in advance by the Management Committee. The Committee member must confirm that they would be unable to attend the meeting, event etc unless expenses are paid.

Expenses will be considered if the care is provided by someone who is not part of the Committee member's immediate household. Expenses would be £5.00 per hour (one child or adult dependent); £6.00 per hour (two children) and £7.00 per hour (three children). A maximum of 8 hours, not including travelling time, will be paid in any one day.

The Association will provide accommodation for children under 16 who must attend overnight events with their parent.

**26 March 2019**