

Nottingham City Homes Expenses Policy



1 INTERPRETATION

In this policy:-

- 1.1 "member" means a member of the Nottingham City Homes Tenant and Leaseholder involvement structure
- 1.2 "dependant relative" means a person who lives with the member or who is entirely dependant on the member for primary care, including:-
 - (a) a child aged 14 or under;
 - (b) an elderly relative requiring primary care;
 - (c) a relative with a disabled or nursing requirement who needs temporary or permanent primary care.

2 INTRODUCTION

- 2.1 Members of the involvement structure have the right to claim for out of pocket expenses incurred for attending, attendance at workshops, training courses and conferences.
- 2.2 Expenses must be claimed on the appropriate form and receipts must be provided to substantiate claims.

3 TRAVEL ALLOWANCE

- 3.1 Members may claim for public transport, mileage or taxi travel within the city boundary.
- 3.2 The allowances are paid in accordance with Schedule 1 and reviewed annually by the Board of NCH.

4 CARER COSTS

- 4.1 A carer's cost shall be paid to a member who, as a result of attending meetings, workshops, training courses or conferences, incurs cost in providing for the care of a dependent relative.
- 4.2 The cost of a support worker shall be paid to a member when these costs are incurred as a result of attending meetings, workshops, training courses or conferences.
- 4.2 The allowances paid are shown in Schedule 2.

5 TELEPHONE COSTS

- 5.1 Members of the involved structure who are the Chair or Vice Chair of groups are able to claim for telephone calls which relate to the business of the group which can be evidenced on an itemised phone bill.

6 SUBSISTENCE

- 6.1 Nottingham City Homes will arrange for refreshments to be provided for meetings which run over either a full day, early evening or in excess of four hours. The invite to the event will indicate if refreshments are to be provided.
- 6.2 Where refreshments are not provided to a member who is involved with a number of separate meetings which run concurrently over lunch and it is neither cost nor time effective to return home a subsistence allowance will be paid.
- 6.3 The allowance is shown in Schedule 3.

7 OVERNIGHT ACCOMMODATION

- 7.1 Where a member attends an external conference, seminar or training event that requires overnight accommodation this will be booked and paid for in advance by the company. This is subject to approval through the Tenant and Leaseholder Involvement Team

8 TIME LIMIT FOR MAKING CLAIMS

- 8.1 Claims for travel, subsistence and carers allowances must be provided to the Tenant and Leaseholder Involvement Team within two months from the date on which the entitlement to the allowance arose.
- 8.2 The claim must be detailed on the 'Application for travelling, subsistence and care allowance' with all of the correct information detailed.

9 WITHHOLDING/ RECOVERY OF PAYMENTS

- 9.1 Where a member ceases to be a member and is not entitled to receive the allowance already paid to them, Nottingham City Homes may require that such part of the allowance as related to any such period shall be repaid to Nottingham City Homes.

**For further information please contact:
The Tenant and Leaseholder Involvement Team
14 Hounds Gate,
Nottingham
NG1 7BA
Tel: 0115 9157380
Fax: 0115 9157447
Text: INVOLVE to 60066
Email gettinginvolved@nottinghamcityhomes.org.uk**

TABLE OF EXPENSES Schedule 1

Expenses Type	Guidance	Evidence
Travel Costs	1. Bus or Tram- fares to and from home within the city boundary can be claimed.	Bus or Tram fare tickets are to be provided and attached to the 'Application for travelling, subsistence and care' allowances expenses form
	2. Car Mileage- journey mileage to and from home within the city boundary can be claimed.	Mileage is paid at: 451-999cc- 40.5p 1000-1199cc- 44.2p 1200-1450cc- 55.8p Journey to be entered on to the 'Application for travelling, subsistence and care' expenses form
	3. Taxi Fares- these can be paid when the member cannot use a car or public transport. Those using public transport to come to meetings that finish late can claim taxi fares for the return journey.	Nottingham City Homes has an account with a taxi firm and therefore members are asked to contact the Tenant and Leaseholder Involvement Team in order to make an advance booking whenever possible.
	4. Car Parking Fees- parking fees can be claimed for the period of the meeting.	These will be paid on production of a valid receipt.
	5. Travel outside the city boundary- The Tenant and Leaseholder Involvement Team will advise on the most cost effective travel arrangements outside of the city.	In most cases travel will be booked by Nottingham City Homes in advance so no expenses need to be claimed.

**TABLE OF EXPENSES
Schedule 2**

Expenses Type	Guidance	Evidence
<p>Carer's Allowance/ Support Worker costs</p>	<p>Payment for the actual cost incurred in providing care to a dependant relative.</p> <p>Payment for a support worker.</p>	<p>Reimbursement will be made at the national minimum wage using by either invoice or completion of a 'Application for travelling, subsistence and care allowances' expenses form</p> <p>Current rates from 01/10/06 are:</p> <p>Carer aged 16- 17 £3.30 per hour</p> <p>Carer aged 18-21 £4.45 per hour</p> <p>Carer aged over 21 £5.35 per hour</p> <p>Any cost above the minimum wage must be authorised by the Tenant and Leaseholder Involvement Team</p>

TABLE OF EXPENSES
Schedule 3

Expenses Type	Guidance	Evidence
Subsistence Allowance	<p>Payment to any member who is attending a meeting for full day, early evening or in excess of four hours.</p> <p>The company are unable to reimburse any receipts for alcohol.</p>	<p>Reimbursement will be made on completion of an Application for travelling, subsistence and care allowances expenses form</p> <p>The maximum subsistence rates are as follows:</p> <p>Breakfast- £5.00 (before 11am)</p> <p>Lunch- £5.00 (12 noon to 2pm)</p> <p>Tea- £5.00 (ending after 4pm)</p> <p>Evening meal- £10.00 (after 7pm)</p> <p>Claims for tea and an evening meal taken on the same day will not be accepted.</p>