

## **TPAT CODE OF CONDUCT - APPENDIX 8**

### **Policy on the Payment of Expenses to Directors, Governors and Committee Members**

#### **1. Introduction**

Directors, Governors and Committee Members may claim reimbursement of expenses for the following activities, provided those expenses are not being paid by any other party (such as an employer). Claims for any other expenses or queries about allowances should be discussed with the Company Secretary or Clerk to the LGB.

#### **2. Allowances**

##### **Travel**

Travel expenses to and from meetings, training events or other Trust business may be claimed. The mileage rate for the use of private vehicles will be paid at the rate of 40p/mile for travel undertaken within the County. Travel outside the County will be paid at the rate of 26p/mile. Alternatively, the cost of the second class rail fare will be reimbursed for train journeys. With the prior approval of the Chair or Vice-Chair of the Board of Directors, the cost of air travel may be claimed where this is more cost effective or appropriate in terms of time saved.

##### **Subsistence**

Where Directors, Governors or Committee Members are required to attend events at locations other than Trust premises the payment of overnight accommodation and other subsistence allowances may be claimed for actual expenditure incurred up to the maximum limits, currently:

Breakfast (departure before 7.00am)	£8.85
Lunch	£10.20
Evening meal	£15.00
Commercial Accommodation	£100.00
Overnight rate (staying with friends/relatives)	£19.00

##### **Training Events**

With prior approval, the Trust may meet the costs of approved training courses and conferences attended by Directors, Governors and Committee Members.

##### **Childcare and Dependant Relatives**

The cost of engaging a non-family member to care for a child or dependant relative may be claimed for periods of absence on Trust business.

##### **Administration**

Reasonable expenditure on postage, telephone calls, broadband, stationery, photocopying and similar expenses incurred in relation to Trust business will be reimbursed.

##### **Additional Costs**

Any reasonable additional costs incurred due to a disability or health condition may be reimbursed.

### **3. Claims**

Claims for expenses must be made on an expense claim form and supported by appropriate invoices and receipts. Forms are available from the Trust Business Manager, Company Secretary or Clerk to the LGB and should be submitted to the Business Manager after completion.

### **4. Reporting**

The Company Secretary will report annually to the Board of Directors on the total expended to Directors, Governors and Committee Members under these arrangements.