

Appendix 1

DERBY HOMES BOARD MEMBERS EXPENSES

Derby Homes Board members may be paid all travelling, hotel and other expenses reasonably and properly incurred by them in connection with their attendance at meetings of the Board or committees of the Board or general meetings or otherwise in connection with the discharge of their duties (as stated in Derby Homes Ltd Memorandum and Articles of Association – paragraph 24).

Procedure

- A. Board members can claim a cash payment for travel expenses such as taxi or bus fares at the time of the meeting. The Administration Manager (or person servicing the meeting) is authorised to make such payments to Board members.
 - 1. The Administration Manager will ensure that a sum of money/petty cash is available on the day of the meeting.
 - 2. Board members wishing to be reimbursed will be paid the amount of their bus fare or taxi fare to the meeting and if required for their return journey. A receipt (bus ticket or taxi receipt) should be obtained by the Administration Manager.
 - 3. The Administration Manager will complete a travel expenses claim form (shown at Appendix A) and the Board member must sign the form to show they have received the payment.
 - 4. After the meeting, the Administration Manager will return the claim form and any money left to the Accounts Section. A copy of the claim form will be retained by the Administration Manager.
- B. Board members can reclaim expenses they have paid for train fares, accommodation, car parking, etc. Car mileage will be paid in accordance with the guidelines set out in Appendix B.
 - 1. Board members wishing to be reimbursed should complete a Mileage, Travel & Subsistence claim form (shown at Appendix B).
 - 2. On receipt of a completed form, the Director, Assistant Directors (2) or Administration Manager will check and authorise the payment.
 - 3. The form will then be passed to the Accounts Section for processing, resulting in a cheque being provided to the Board member.

- C. In the event that a Board member attends a conference and/or requires accommodation to be provided, once the necessary approval has been obtained (this may sometimes be by the Board itself) the Administration Manager will make the necessary arrangements and costs will be invoiced direct to Derby Homes, who will pay the account.



TRAVEL CLAIM – FOR DERBY HOMES BOARD MEMBERS

PURPOSE OF JOURNEY.....JOURNEY DATE.....

[illegible]

DERBY HOMES EXPENSES CLAIM FORM

MILEAGE, TRAVEL & SUBSISTENCE AND QUALIFICATION TRAINING

Surname and initials in block letters	Payroll number	Month and year
Base address	Department	Room number

Complete the following section only when claiming mileage

Make and model of car	Registration number	Exact cc	Type of user

If you have changed your car give details below - put P or T in the end column to show if permanent or temporary

Make and model of car	Registration number	Exact cc	Period for which used	P or T

Guidelines

- * For mileage claims state where journey began and ended, its purpose, places visited and official passengers' names.
- * Where journeys start or finish at home the mileage claim is restricted by the 'lesser of' rule.
The miles for which no payment is made should be entered under 'First/last not paid' overleaf.
- * For claims for subsistence at normal workplace (work outside normal hours by officers of grade SO1 and above) put start and finish times. For breakfast claims also put time of leaving home.
- * Receipts are needed for VAT. If you are not attaching one give reason.
- * For Qualification Training expenses give details of the course and qualification expected.

Declaration

I declare that all the expenses shown relate solely to my official duties with Derby Homes. I also declare the journeys and mileages entered have been done by me in the vehicles shown solely on council business and that my vehicle insurance includes business cover and an indemnity for Derby Homes. I confirm Qualification Training expenses relate to the course described and that I understand Derby Home's conditions for financial help.

Your signature _____ Date _____

I confirm that I have checked these details and that the claim is approved for payment.

Authorising Officer's signature _____ Date _____

Pin No

For Admin use only	
Calculations checked	
Authorised for payment	

Date of receipt by
Input Section

After authorisation by Chief Officer or Designated Authorising
Signatory, normally Head of Section, forward to:

Helen Samuel, Cardinal Square for QTS expenses
Jackie Woodruffe, Cardinal Square for all other expenses

