



RESIDENTS' EXPENSES POLICY

INTRODUCTION

1. The Association's strategy for involving residents actively promotes and encourages resident's involvement in the association's business. The residents expenses policy states how we will support involvement through the re-imburement of expenses.
2. Residents can claim reimbursement for out of pocket expenses resulting from their role as:
 - Tenant/leaseholder representatives
 - Community/Resident group member
 - Neighbourhood Voice / Focus group work
 - Association residents attending consultation meetings organised / supported by the Association or the tenant liaison committee or external training sessions as set out in this policy

The following are examples:

- Travel costs (car or public transport) to meetings, sub committee meetings workshops, training courses or any journey linked to the Association's involvement strategy
 - Care costs
 - Meals
 - Accommodation
 - Parking
 - Stationery
 - Telephone calls / postage
3. All expenditure should be supported by a valid receipt; if a receipt has not or could not be obtained there should be a written statement as to how the expenditure was incurred and for what purpose.

All claims for expenditure shall be submitted to the Tenant Liaison Committee or to the Association's Tenant Liaison Officer as appropriate within 3 months of such expenditure being incurred.

TRAVEL

4. It is the responsibility of residents to ensure that each claim is accurate.
5. Car mileage rates will be those suggested by the Inland Revenue for cars with an engine capacity of up to 1500 cc.

6. Motorbike and bicycle mileage rates will also be those suggested by the Inland Revenue.
7. Residents are expected to share cars wherever it is practical and only one claim submitted.
8. Rail travel will be reimbursed at the cost of a second class ticket and other public transport at cost.
9. A claim for a taxi journey may be made where no other form of transport is appropriate: the Tenant Liaison Officer should approve taxi use.
10. In general residents should use the most economical method of transport in the circumstances of the journey.

ACCOMMODATION/FOOD

11. Reasonable meal or accommodation expenses may be claimed if a receipt is produced.

Payments will be eligible in the same circumstances as, and at the same rates as, those applicable to the current Board members expenses policy.

CARERS ALLOWANCES

12. Reimbursement of actual costs incurred on production of receipts up to the following maximum amounts.

▪ Child care	£3 per hour
▪ Child with Impairment	£8 per hour
▪ Adult with impairment	£8 per hour

13. Crossroads Care Attendance Scheme run by Bath & North East Somerset Council can provide a Care Assistant free of charge for persons over 16. If a Carer from a private agency is required then up to £8 per hour can be claimed.
14. Reimbursement of actual costs incurred on production of receipts will be made where a Resident requires the services of a carer to carry out their duties. The maximum amounts payable will be as applicable for paragraph 12 above.

TELEPHONE CALLS/STATIONERY

15. Expenditure on other items such as telephone calls and stationery will be by agreement with the Group/Panel/forum or the Association's Tenant Liaison Officer

TRAINING EXPENSES

16. All travelling and subsistence costs will be covered for residents attending internal training, external conferences, national, regional and county forums as agreed by the association or the Tenant Liaison Committee.

The Association will cover the costs of training and any related expenses by residents in their role as either:

- A tenant/leaseholder representative
- Member of a residents/community group
- Working/committee group member

The Association will also cover training costs and expenses for other residents who would like to get actively involved and where training may help their involvement. This will be by arrangement with the Tenant Liaison Officer.

GENERAL

17. It is the individual's responsibility to ensure that no difficulties arise relating to the car insurance regarding accepting expenses.
18. The Association is not responsible for any damage to a residents car nor any injury to the driver or fellow passenger nor any third party claims whilst the car is being used in connection with the association
19. The Association does not accept responsibility for any fine incurred by a resident (whether parking or any other driving offence) whilst he/she is travelling on behalf of the Association.
20. If the Group Director of Finance or the Association's Managing Director have any concerns regarding the validity of any expense claim made by any resident, the opinion of the Chair will be sought after discussion with the resident concerned. The Chair's decision is final.

This policy is effective from: July 2005

The policy is due for review by: July 2008

The responsible Officer is: Head of Housing

The responsible Focus Group is: