

UHSM BOARD POLICY ON EXPENSE PAYMENTS FOR EXECUTIVE AND NON EXECUTIVE DIRECTORS

1. INTRODUCTION

The general principle of reasonableness underlies the claiming and payment of expenses. In determining reasonableness, a balance should be struck between costs and business efficiency. Directors are encouraged to treat Trust funds with the same level of care as they would show for their own money, and try to plan their travel with a view to minimising costs commensurate with reasonable efficiency and comfort.

Directors are reminded that all expenses incurred shall be disclosed in line with the Trust's Publication Scheme, being a requirement of the Information Commissioner's Office. These disclosures shall be made in respect of each half year, starting 1 April 2009, and the expense details grouped under the headings of Travel / Conferences & Courses / Subsistence / Miscellaneous.

The aim of this document is to provide guidance for all Trust Board members to claim reimbursement for appropriate expenses incurred whilst on Trust business. All claims for reimbursement of expenses and allowances other than mileage shall be supported by receipts. Mileage allowances will be substantiated by details of dates, trips and purposes. Non executive directors may claim a 'home to base' allowance.

2. SCOPE

This Policy applies to all members of the Trust Board of UHSM NHS Foundation Trust.

3. ALLOWANCES

It is expected that all travel bookings shall be made through the Trust's appointed Travel Booking Service. The cost of upto First Class travel by rail, bus and / or coach will be met. All directors shall take advantage of any reduced fares available. The cost of upto Full Economy Class travel by air will be met with the proviso that with forward planning and evaluation of travel options, good value, competitive fares shall be purchased. Directors wishing to fund upgrades personally may do so, but may not claim the incremental cost, or expect the Trust to pay up front for the director to reimburse the incremental cost at a later date. The cost of petrol used for business mileage will be met at a rate of 40p per mile, irrespective of the vehicle.

3.2 Subsistence allowance

Outside London

Hotel accommodation and breakfast	£110.00	per night
Meal allowance per 24 hour period	<u>£ 20.00</u>	
	£135.00	per 24 hours

Within London and Abroad

Hotel accommodation and breakfast	£140.00	per night
Meal allowance per 24 hour period	<u>£ 25.00</u>	
	£165.00	per 24 hours

Exceptions to this level of reimbursement:

1. If the member is attending a course or conference and the accommodation is part of the course arrangements, the full amount will be reimbursed.
2. If there is no suitable accommodation available within the published rates any higher expenditure shall be pre-authorised by the Chair in respect of non executive directors or CEO in respect of Executive Directors.

4. APPROVAL

The Trust Board considered and approved this Policy on 28 October 2009.

Document Owner: Trust Secretary
