

# **HEALTH PROFESSIONS COUNCIL**

## **EXPENSES POLICY FOR COUNCIL MEMBERS FOR THEIR ATTENDANCE AT COUNCIL AND COMMITTEE MEETINGS (Revised)**

### **1 INTRODUCTION**

1.1 This policy comes into effect with effect from the inception of the Health Professions Council (HPC) on 1<sup>st</sup> April 2002.

1.2 The rates quoted in this policy document will change from time to time but changes will be sanctioned by the Finance and Resources Committee and notified to Council Members.

1.3 Attending members are asked to submit their expenses to the Council or Committee Secretary at the conclusion of the meeting in question or if this is not practicable, expenses should be submitted within two calendar weeks of the meeting to the Finance Department of HPC. Late submission may result in late settlement.

1.4 From time to time those other than Council Members may be co-opted onto Committees. These rates only apply to co-opted committee members with the written authority of the President or Chief Executive/Registrar.

1.5 All payments will be made into the bank accounts of Council Members. No payments will be made by cheque. HPC will endeavour to make such payments on the Friday following the receipt of an authorised claim by its Finance Department.

1.6 Receipts are required to substantiate claims, which should be made on the form provided. Vouchers for items below £5 are only required if available.

### **2 GENERAL CONDITIONS**

2.1 Payments of Allowances and Expenses should only be made where expenses notified in the claim were actually and necessarily incurred.

2.2 Alternates or deputies may make claims as if they were the actual member for whom they were alternating or deputising, providing that two separate claims are not received.

2.3 Full details must be made on the claim form provided for the purpose.

### **3 ATTENDANCE ALLOWANCE**

3.1 A daily rate of a maximum of £260 is payable for attendance at Council, Statutory Committee or formal Non-Statutory Committee Meetings. It is not payable for casual attendance at HPC premises. It should be noted that when this sum is payable to Council Members as opposed to their employers (e.g. NHS Trusts), UK taxation will be deducted at source. The position of Council Member is considered an "Office" under Income Tax legislation and payments are subject to PAYE legislation. The payment may also be subject to National Insurance.

3.2 Sums payable to the employers of Council Members should be billed by their employers on a monthly basis and should refer to the date(s) of the meeting(s) for which re-imbusement is sought. If the appropriate dates are not billed or do not match the known dates of meetings, there will be a delay in settlement.

3.3 Self-employed persons may claim the lower of their daily charge-out rate or £260. A certificate of their daily charge-out rate must be lodged with the HPC Finance Department. This certificate is required from their accountant or, if no accountant is employed, self-certification is permitted.

#### **4 TRAVELLING AND SUBSISTENCE**

4.1 Reasonable rates are payable for travelling and subsistence costs to reimburse the out-of-pocket expenses of Council members. Expenses will only be reimbursed if actual expenses are incurred, i.e. no round sum payments will be made, just because a member has attended.

4.2 The following expenses will normally be paid:

##### **Travel:**

**Rail Fares:** 1<sup>st</sup> Class rail fares at the cheapest available rates using the HPC nominated travel agent wherever practical.

**Air Fares:** Club Class air fares will be reimbursed at the discretion of the Council/Committee Secretary.

##### **Tube, Coach and Bus Fares:**

will be reimbursed as incurred.

##### **Mileage Allowances:**

Mileage allowance is payable for the use of the Council Members' own cars. These are in accordance with Inland Revenue rates, which are subject to annual change.

The rates in force until any notification of change is made are as follows:

Cylinder capacity	1 <sup>st</sup> 4000 miles	Additional Miles
Up to 1500 cc	40p	25p
1501 to 2000 cc	45p	25p
Over 2000 cc	63p	36p

Rates for lease cars, motor cycles and pedal cycles are available upon request.

**Taxi Fares:** will be reimbursed where a taxi journey is considered quicker or more economical than using public transport.

##### **Other Travelling Expenses:**

Expenses incurred in respect of tolls, parking and ferries may be claimed.

**Subsistence:**

**Hotel Accommodation and Meals:**

Bed and breakfast arrangements up to a daily maximum of £120 will be reimbursed. An evening meal up to a maximum of £30 will be reimbursed. Lunches will not normally be reimbursed if lunch is provided by HPC.

Members staying with friends or relatives may claim £30 towards subsistence.

Meals taken during travel will be similarly reimbursed if within the spirit of the clause above.

**5 CONCLUSION**

5.1 Council and Committee Members are expected to act honourably and sensibly within the spirit of this policy. Further advice and guidance is available from the Finance Department of HPC and individual Committee Secretaries.

5.2 The Expense Claim Form which follows forms part of this Appendix.

# HEALTH PROFESSIONS COUNCIL

## EXPENSE CLAIM FOR COUNCIL OR COMMITTEE MEMBERS

This form should only be used for one meeting/attendance and must be submitted within 2 weeks

NAME OF CLAIMANT

NAME/TYPE OF MEETING  VENUE

DATE OF MEETING

	£	p
<b>ATTENDANCE ALLOWANCE</b>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
TICK here if subsequent claim to be made by employer <input style="width: 50px; height: 20px;" type="text"/>		
<b>TRAVELLING</b>		
Rail Fare* .....	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
Air Fare* .....	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
Tube, Coach and Bus Fare .....	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
Mileage Allowance ( ..... miles at .....p per mile)	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
Car Registration No: ..... cc Rating of car ..... cc	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
Other (e.g. parking, tolls) .....	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
<b>TOTAL TRAVEL</b>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
<small>* Do not claim if ticket provided through HPC travel agent who will bill HPC direct.</small>		
<b>SUBSISTENCE</b>		
Hotel Expenses ..... (do not claim more than under HPC guidelines)	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
Other Meals Claimed ..... (Describe)	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
<b>TOTAL SUBSISTENCE</b>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
<b>OTHER EXPENSES</b> .....	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
(Describe)		
<b>TOTAL CLAIM</b>	£ <input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

**Signed by Claimant**  **Date**

In signing the claimant declares that the expenses were necessarily disbursed and arose solely in performance of official duties.  
In claiming mileage allowance the claimant declares that a valid UK driving licence is held and that the vehicle is insured for business use.

**Authorised**  **Date**

In authorising the claim the signatory agrees that the claim has been made in accordance with HPC guidelines and that the claim is arithmetically correct. The signatory authorises the Finance Department to make the payment to the Claimant.