

## BOARD MEMBERS EXPENSES - PROCEDURE

### 1.0 INTRODUCTION

- 1.1 This procedure describes our arrangements for reimbursing approved expenses incurred by Board Members as a result of attending Board or Sub-Committee meetings, or other events, on behalf of ARK.
- 1.2 This procedure supports our Financial Regulations policy.

### 2.0 REIMBURSING EXPENSES

- 2.1 The current level of authorised expenses is as follows:

Travel (mileage): 45p per mile for the first 10,000 miles per annum  
25p per mile for any mileage above 10,000 per annum

Lunch: Up to £5  
Evening meal: Up to £15  
[Or if necessary: Up to £20 per day for meals]  
Overnight stay: £95 (upper limit)

- 2.2 The cost of meals and/or accommodation related to attendance at a course or conference may be covered by the booking arrangements for that event, made by the PA to the Executive Team. Where such costs are not covered, a Board Member may reclaim relevant expenses. In all cases relevant expenditure or claims will be within the limits in para. 2.1 above.
- 2.3 Expenses forms are available from the Chief Executive's office. A Board Member will complete and sign the form then submit it, with any receipts required, to the Chief Executive's office.
- 2.4 The Chief Executive will authorise each claim, which will then be passed to the Finance department for payment, either by cheque or BACS.

### 3.0 IMPLEMENTATION AND REVIEW

- 3.1 The Chief Executive is responsible for ensuring that this procedure is implemented when required.
- 3.2 The Chief Executive will ensure that this procedure is reviewed at least every three years.

**Approved by the Senior Leadership Team: [September] 2016**

**Next review due by: [September] 2019**