

# Group Board and Committee Member Travel and Expenses Procedure

**Owner:**

Valleys to Coast Group Board

**Accountable Lead:**

Director of Governance and Assurance

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## Procedure Control

<b>Procedure Level</b>	Strategic
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<b>Consultation</b>	

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## Introduction

In addition to their remuneration, Board and Committee Members may be paid properly authorised out of pocket expenses when incurred on official business. This procedure defines and manages such instances.

This procedure sets out what expenses are eligible and on what basis Valleys to Coast Group Board, Llanw Property Services Limited Board and Committee Members can claim expenses; this policy has been developed in the spirit of openness and fairness.

This procedure covers travel and other expenses for Board and Committee Members. All such claims made will be approved and authorised by the Director of Governance and Assurance or, in their absence, the Chief Executive (for subsidiaries, the relevant Managing Director).

## General

Valleys to Coast Group Board and Committee Members are entitled to be reimbursed for reasonable costs incurred whilst undertaking necessary duties on behalf of the Association.

The aims of this procedure are to ensure that:-

- Board and Committee Members are reimbursed for costs incurred in carrying out their necessary duties.

- Payments made by the Association are in line with approved HMRC allowances and, as far as possible, do not give rise to additional taxation or National Insurance liabilities for either employee or Valleys to Coast, and

- Processes are fair and easy to administer.

It is expected that Board and Committee Members will exercise common sense in determining what constitutes necessary and appropriate costs and business journeys, and the means by which they are made.

Common sense should similarly be adopted in cases where strict adoption of the rules would otherwise result in a detrimental

outcome to either the Board or Committee Member or Valleys to Coast Group.

## Subsistence

### Travel expense claims

Tremains Business Park is a place of work for Non-Executive Directors as detailed by HMRC Guidance ([490: Chapter 3](#)). In the interests of promoting board accessibility to all, board members can still claim for expenses for travel to Tremains, but this will be subject to tax and NI deductions.

Journeys should be planned to ensure that the best use is made of resources after considering factors such as the time required to make the journey, whether productive use can be made of the time spent travelling (e.g. a Board or Committee Member may be able to work on a train), environmental impact of the journey, availability of alternatives, cost effectiveness of method, impact of route taken (shortest route may not be the quickest), car sharing, need to transport equipment / materials, personal safety, etc.

### Travel in private cars / motorbikes and bicycles

Valleys to Coast Group will reimburse Board and Committee Members for business miles undertaken. Business miles are those miles incurred on behalf of the business.

It's important that when you claim mileage you claim at the correct rate and for business mileage only. As the rates are set by the HMRC, claiming at the incorrect rate may result in you receiving an additional tax bill. If making a claim through I-Trent, the rates are automatically applied.

Please follow this [link](#) for the most updated mileage rates.

Board and Committee Members should select the shortest reasonable route. Claims for excessive mileage (i.e. in excess of RAC/AA route planner recommended routes) may not be authorised without sufficient explanation. In the event of excessive mileage or mileage rates being claimed and/or paid, the Association will demand recovery of any overpayments made.

Deliberately making an incorrect statement in connection with any expense claims is deemed to be a material breach of the Deed of Agreement.

Any errors made on expense claims should be reported immediately. Any money paid in error will be deducted as appropriate from the next expense claim made.

Any private mileage (e.g. detours made to go shopping) should be deducted from the amount claimed.

Where practical, members should arrange to car share where this reduces the overall mileage arising.

### Travel by public transport

Public transport should be used wherever reasonable, more productive or cost effective.

Public transport can be booked for Board and Committee Members on request. All requests for public transport should be made to Governance at [governance@v2c.org.uk](mailto:governance@v2c.org.uk) at the earliest opportunity and will be authorised at the discretion of the Director of Governance and Assurance or, in their absence, the Chief Executive.

Use of taxis should be restricted to where other options are unreasonable and unavailable and a use of taxi is more cost effective taking all factors into consideration.

### Car Hire

Where hiring a car is deemed to be the most cost effective form of transport (including all administration charges and/or time spent for collection and return of the vehicle), this can be arranged for Board and Committee Members by request to Governance at [governance@v2c.org.uk](mailto:governance@v2c.org.uk).

Car Hire should not be used for journeys between South and North Wales or vice versa. In this circumstance, as an alternative to driving, public transport should be used and a car hired in either North or South Wales as appropriate.

## Other costs

## Hotel bookings and overnight subsistence

Overnight accommodation can be booked for Board and Committee Members on request. All requests for accommodation should be made to governance at [governance@v2c.org.uk](mailto:governance@v2c.org.uk) at the earliest opportunity and will be authorised at the discretion of the Director of Governance and Assurance or, in their absence, the Chief Executive.

When staying in a hotel on Association business, the Association will pay for the cost of an evening meal inclusive of drinks (non alcoholic) up to a maximum of £25. Any other drinks remain the responsibility of the board or committee member and will not be reimbursed.

Newspapers, telephone calls and other incidentals will not be reimbursed.

Any loyalty points gained as a result of stays in hotels whilst on Association business remain the property of the Association. Corporate loyalty cards are in place with hotels on the Association's hotel list and personal loyalty accounts should not be used for stays in these hotels.

## Car parking / Bridge tolls

Car parking or bridge toll fees can be claimed where receipted, though in cases where parking machines do not return receipts this should be clearly noted on the claim form.

## Expenses which cannot to be claimed for

You may not claim for the following :

- Congestion charge fines, parking or speeding fines or charges made if your car is towed away or clamped;

- Breakdown recovery charges;

- Charges relating to motoring offences;

- Car washing;

- Driving licence or insurance costs.

## Making a claim

Please refer [here](#) for guidance on how to claim expenses.

So you're not out of pocket, expense claims should be submitted frequently, and no later than thirty days after you've incurred the expense. Claims made over this timescale will be flagged as an exception and may not be paid.

Make sure you clearly detail what you're claiming for. If the information isn't clear it will be queried which will delay your payment.

All claims must have valid receipts attached where possible which include the date, amount, what it's for, the supplier and VAT number. Credit card slips are not acceptable and claims without receipts will not be reimbursed.

Your claim may be delayed if it contains 'exceptions' which are not covered by this procedure and as such needs additional authorisation, or if this is submitted in a week where there is a bank holiday. Please be aware that if your claim has been approved by the Director of Governance and Assurance or the CEO, it may still be rejected if it is inappropriate and outside of this procedure.

## Why would my claim be rejected?

There are several reasons why your claim might be rejected or queried. The most common are:

- No adequate organisation reason to support your claim;
- The item being claimed is outside of the Procedure and inappropriate;
- No receipt was submitted;
- You've submitted your claim against the wrong expense type;
- You've claimed for travel to and from your normal place of work; or
- A fuel claim is at the wrong mileage rate.