

Directors and Committee Members Allowances



Overview

- Directors and Committee Members may claim allowances in respect of actual expenditure incurred while attending meetings of the directors and its committees, undertaking development and otherwise acting on behalf of SBTD. Termed reasonable out-of-pocket expenses in the Articles of Association
- Directors and Committee Members may not claim for actual or potential loss of earnings or income.
- Any claim should be pre-approved by Directors.

Eligible Expenses

Categories of eligible expenditure are as follows:

- Telephone calls and postage
- Travel
- Care arrangements
Child-care expenses, where these are not provided by a relative or partner. Care arrangements for any dependent relative, where these are not provided by a relative or partner – receipts should be provided.

Allowance Rates

Rates at which allowances are payable are as follows:

Telephone Calls and Postage:	Actual costs incurred – receipts to be provided.
Travel Rates:	For car journeys, 45p per mile. For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi the cost must not exceed £25 per journey.
Care Arrangements:	Actual costs incurred, up to a maximum of £13 per hour

Criteria for Claims

- All claims must be submitted to the Administrator within one month of the expenditure being incurred (except for telephone calls)
- Receipts must be supplied to support claims for reimbursement, eg, bus ticket, phone bill, taxi receipt, till receipt, child-care invoice or receipt.
- In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

Review

This policy will be reviewed every 2 years

Signed:

Date: 26th March 2026