



## **b. Subsistence**

Where a Committee member is prevented by NSH duties from taking a meal at his/her home or where they would normally have their meal, meal expenses will be payable on production of a receipt and subject to the following maximum limits:-

Breakfast:	£ 6.00
Lunch:	£ 8.50
Evening Meal:	£12.00

Evening meal will normally be payable only where the duties involve an overnight stay, and no meal is separately payable where this is provided as part of the booking fee for a conference or training event to which the Committee member is a delegate.

## **c. Overnight Accommodation**

Where official duties involve an overnight stay, and where the cost of overnight accommodation is not covered by a delegate fee or otherwise paid for direct by NSH, the cost of Bed and Breakfast accommodation will be reimbursed on the production of a receipt up to the limit of £82.50 unless previously approved. In the event of a Committee member being accompanied by a partner and choosing double accommodation, the amount reimbursed will be the cost of a single room in the same establishment, up to the above limit.

## **d. Care for Dependent Relative**

The costs incurred in having a dependent relative (e.g. child or elderly person) looked after by a suitable person while the Committee member is on NSH duties will be reimbursed on production of a receipt, provided the person looking after the relative is not a member of the Committee member's family. The rates paid will be not less than the current minimum wage.

## **e. Loss of Earnings**

Loss of earnings will not normally be paid for attendance at Committee or Sub-Committee meetings, or for any other routine duties. Exceptionally, however, under certification of the Chief Executive of the managing agents as Secretary, NSH may pay loss of earnings where, because of the urgency and importance of the business, it is essential that the Committee member attend, and where there is no reasonable possibility of the meeting or event being held at another time.

Any such claim must be accompanied by a statement from the Committee member's employer certifying that the Committee member has lost earnings or annual leave entitlement and stating the net value of such loss. Loss of earnings will not be payable to those who are self-employed.

**3. Procedure**

Expenses claims will be submitted on an official form provided by the Director of Finance of the managing agents for the purpose. It would be expected that such forms will be submitted monthly to the Chief Executive of the managing agents for certification prior to payment. No claim in respect of expenses incurred more than six months prior to the date of submission will be entertained.

**4. Review**

The terms of this Policy and the rates set out herein will be reviewed on a biennial basis by the Committee of Management.

**Date Approved by Committee of Management: 04.02.09**

**Review Period: 2 Years**

**Date Due for Review by Committee of Management: February 2011**