

TRAVELLING AND SUBSISTENCE ALLOWANCES FOR BOARD MEMBERS

Travelling Allowances

1. Board members will be reimbursed the reasonable cost of travel to attend Board Meetings, Workshops or other events which they attend on behalf of the Company.

Public Transport

2. Public transport should be used for journeys wherever practicable. Fares for railway and other journeys by public transport will be refunded to Board members travelling on the business of the company.

Car Allowances

3. Board members may claim for the issue of their own car on company business. Members should maintain a record of the relevant journey(s) showing details of and the reason for each journey.
4. Members using their own car will be required to effect appropriate insurance, including cover for all normal risks, and injury to driver, to third parties and to other passengers.
5. Motor car allowances payable will be those applying to the use of motor vehicles by Vision staff.

Subsistence Allowances or Expenses

6. Reasonable subsistence allowances or expenses will be paid to Board members while engaged on the business of the company, including the costs of meals and overnight accommodation.

Claims for Re-imbursments

7. Claims should be made on the official Form available from the Head of Finance. All claims should be accompanied by appropriate receipts or other evidence of expenditure and, if possible, should be submitted no later than 3 months from the date the costs were incurred. Claims will be authorised by the Chief Executive.
8. Any queries as to the eligibility of expenses should be referred in the first instance to the Director of Corporate Services or the Head of Finance.