

## **1. DAILY RATE**

- 1.1 Commissioners are paid at a daily rate for all work carried out for or on behalf of the Commission. For the purposes of calculating such payments the following shall apply:
- 1.2 A day shall be a period not exceeding Seven hours, whether said hours are sequential or cumulative.
- 1.3 A day shall be payable for any period of Four hours or more up to a maximum of Seven hours (as defined above) and one half day for any period of less than Four hours (as defined above).
- 1.4 All attendances at meetings of the Board shall be payable at not less than One day.
- 1.5 All travel time to meetings or otherwise on Commission business shall be chargeable, with the exception of the first thirty minutes of travel to and from such meetings.
- 1.6 Reasonable preparation for Board and other meetings as referred to in the Code of Conduct for Commissioners shall be Two hours or less.
- 1.7 Members are not able to claim for travel and preparation simultaneously.
- 1.8 Where attendance at a Determination Committee or other Committee is chargeable as one day or more, reasonable preparation shall be payable as set out at 1.6. Where such attendance is chargeable at less than one day, reasonable preparation shall be One hour or less.
- 1.9 Work carried out for or on behalf of the Commission shall, without prejudice to the foregoing generality include:
  - (a) Attendance at meetings, whether formal or informal, Committees, Hearings, Seminars, Training and Social Events with the prior approval of the Commission. Note: For evening social events time will not be reimbursed, however, taxi expenses will.
  - (b) All times spent on telephone calls, e mails, faxing, letter writing or otherwise communicating with the Chair, other Commissioners, the Executive Team, Staff or other persons or bodies in relation to Commission matters.
  - (c) All work done in preparation for meetings, hearings, training or other Commission work including copying papers, reading, research and similar.

## **2. TRAVEL**

- 2.1 The most reasonably cost effective method of transport to and from any destination should be taken. In deciding what is reasonable Commissioners shall be entitled to consider the duration, time of day and convenience of the method of transport.
- 2.2 If public transport is used for any part of the journey only standard class travel shall be re-imbursed unless an alternative class of travel has been approved in advance by the Commission.
- 2.3 Receipts must be provided for journeys made by Public Transport, Taxi journeys, Toll fees and Car Parking expenditure.
- 2.4 Journeys by private car should only be undertaken where there is no reasonable alternative and where possible should be shared. Refer to Scottish Government mileage and subsistence rates.

## **3. SUBSISTENCE RATES**

- 3.1 Overnight stays must be approved in advance by the Commission, unless in exceptional circumstances, and must be arranged with due regard to economy.

## **4. INCIDENTAL EXPENSES**

- 4.1 Members shall be reimbursed tax free in accordance with HMRC rules for any reasonable SLCC business related incidental expenses incurred in carrying out their duties. Any claim for these incidental expenses must be accompanied by a receipt.
- 4.2 The cost of a railcard may be reclaimed tax free if it has been purchased to use mainly on SLCC business related travel and will be a cost saving to the SLCC.
- 4.3 The following items although included should, where possible, be obtained from the Office Manager:-
  - (a) Stationery
  - (b) Copying
  - (c) Printing and Associated Supplies (e.g. ink cartridges)
- 4.4 Monthly broadband costs may be reclaimed tax free where a Member did not previously have a broadband connection at home but now pays for this service in order to perform SLCC duties. Under HMRC rules this is classed as an additional household expense incurred under home working arrangements.

Broadband costs may not be reclaimed where a Member already has a home broadband connection there being no additional expense incurred.

- 4.5 Costs incurred for SLCC business related telephone calls can be reclaimed tax free if supported by an itemised telephone bill.

Line rental costs cannot be reclaimed unless it has been necessary to install a telephone line for SLCC business.

- 4.6 In addition Members may require and request reimbursement for non-recurring items such as file storage facilities. Each request will be considered on its merits and must be approved prior to purchase.

## **5. GENERAL GUIDANCE**

- 5.1 Claims for any payment as set out above shall be made within 21 days of the end of the calendar month of the cost being incurred or work done and in an approved form. Claims received by the 14<sup>th</sup> of the month will be processed for payment on the 27<sup>th</sup> of the month. Claims received after that date will be processed for payment the following month.
- 5.2 All relevant receipts shall be submitted with the claim.
- 5.3 Any claim not submitted timeously or submitted without the relevant receipt(s) shall be paid only at the discretion of the Commission.
- 5.4 Where substantial costs are likely to be incurred payment in advance may be made. Where such payment is made expenditure shall be accounted for as provided for in respect of claims.
- 5.5 All claims shall be in writing, signed by the Commissioner and countersigned by the Accountable Officer or Designated Signatory appointed by the Accountable Officer.
- 5.6 All reference herein to Commissioners shall include the Chair and in relation to approval or certification of expenditure shall be deemed to be references to the Accountable Officer or Designated Signatory.