

# CIC Approved Inspectors Register (CICAIR) Committee Expenses Policy



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## Policy Purpose

CICAIR Limited operates a committee structure to undertake many of the functions it performs as a designated body. CICAIR is grateful for the time and effort expended by committee members in assisting with the activities of CICAIR and expects to reimburse committee members for reasonable expenses incurred in performing their duties.

CICAIR must, at all times, utilise its available resources responsibly and efficiently. The purpose of this Expenses Policy is to provide clear and consistent guidance on the payment of fees and the reimbursement of costs reasonably incurred by committee members during the course of their engagement with CICAIR. The basis of expense claims will be actual expenditure up to limits as specified in this policy with limits being reviewed annually by the CICAIR Board of Directors.

Committee members should read, understand and comply with the policies contained in this document to avoid any claims being rejected. In the case of doubt as to how this policy applies in a particular case, advice should be obtained from the Registrar before expenditure is incurred.

## Reimbursement Timeframe

Expenses should be submitted on the CICAIR form (available on request) as soon as possible after they have been incurred. All claims for expenses should be receipted and independently approved. CICAIR may be unable to reimburse claims without the appropriate evidence and CICAIR is unable to reimburse expenses incurred internationally. If there is no receipt, the expenditure can only be reclaimed provided authorisation has been granted from the Registrar.

CICAIR will strive to ensure that all reasonable costs incurred by committee are reimbursed back to them within **30 days** of the authorisation of the claim. Completed expense forms and copies of receipts must be sent for the attention of the Assistant Registrar, Laura Jayne Russell via email to [lrussell@cic.org.uk](mailto:lrussell@cic.org.uk) or post to CICAIR, The Building Centre, 26 Store Street, London, WC1E 7BT.

## Fees

In acknowledgment of the time commitment that committee members volunteer to CICAIR in discharging its duties, CICAIR provides committee members with a modest fee for their services. Unless otherwise agreed with CICAIR, the following fees can be claimed. Committee members are responsible for their own tax affairs.

## Approvals

Committee members that are assigned to the assessment of a new Approved Inspector application will be eligible to claim a fee of £200 for reading and assessment of the application. Approval panel chairs will be eligible to claim a fee of £250.

## Audits

Committee members that are assigned to an audit of an Approved Inspector will be eligible to claim a fee of £300. Audit panel chairs will be eligible to claim a fee of £350.

## Complaint investigations

Committee members that are assigned to a complaint investigation will be eligible to claim a fee of £200 for case reading and assessment. Complaint panel chairs will be eligible to claim a fee of £250.

Attendance at a complaint interview with an Approved Inspector and/or complainant will entitle the panel member to an additional fee of £150.

## Disciplinary/ appeal hearings

Committee members that are assigned to an appeal hearing or a disciplinary hearing will be eligible to claim a fee of £200 for case reading, preparation and attendance. Disciplinary and appeal panel chairs will be eligible to claim a fee of £250.

## Policy Committee

Reasonable out-of-pocket expenses will be reimbursed.

## **Expenses**

### Travel

CICAIR will reimburse the reasonable costs of travel in attending approval and re-approval interviews, complaint interviews, appeal hearings, disciplinary hearings, audits and certain other CICAIR meetings/functions. Committee members should contact CICAIR if they are unsure whether a scheduled meeting is eligible for expense reimbursement.

When organising travel, committee members should, wherever possible, travel by the most effective mode of transport taking into account journey time, the nature of the journey and the monetary cost.

### ***By train/ coach***

When traveling by train or coach, committee members should, as far as possible, travel standard class and should book their journeys sufficiently in advance to obtain the best possible prices. Significant savings can be obtained by specifying outward and/or return journeys at time of booking. **Travel by first class is not permitted** unless the cost of the advance purchase first class ticket is less than the cheapest standard class ticket if booked on the day of travel. Evidence (such as a screen shot from the booking page) must be submitted with the claim. In all other cases, the Registrar must pre-authorise any first class travel.

### ***By private car/motorcycle***

The mileage allowance is set by reference to the HM Revenue and Customs (HMRC) rules on AMAPs (Approved Mileage Allowance Payments). These are currently as follows:

Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p

CICAIR accepts no liability for loss of, or damage to, vehicles being used on CICAIR business, nor for any motoring offences, including parking tickets, that are incurred.

### ***By taxi***

Committee members are expected to use taxis only when absolutely necessary, i.e. when there is no alternative public transport available and where it is cost effective to do so. Committee members should always obtain a receipt.

### ***By public transport***

Committee members should retain tickets at all times. Where a committee member's season ticket already covers the cost of travel, no further claim will be allowed. Where Oyster cards or contactless payment cards are used on public transport, the committee member should provide evidence of the additional cost incurred, for example by printing off their online statement or by printing off the journey cost from the Transport for London website.

### **Accommodation**

CICAIR will generally only reimburse accommodation costs if the purpose of the travel is solely for CICAIR business and the meeting or event the next day has an early start time (i.e. before 9.30am) or is scheduled to finish at a time which would be unreasonable for a committee member to complete their return journey.

Should committee members require overnight accommodation this must, wherever possible, be pre-authorized by CICAIR. All hotel accommodation will be booked by the Assistant Registrar and confirmation of the details will be sent directly to the committee member via email. Wherever possible, breakfast will be included with the accommodation. If additional facilities such as car parking are required the committee member should inform the Assistant Registrar, ideally before the booking is made.

In exceptional circumstances where it is not possible for the Assistant Registrar to make the booking, should a committee member need to book accommodation independently, a maximum nightly tariff of £180 in London and £140 elsewhere applies.

### **Subsistence**

CICAIR will reimburse reasonable out of pocket expenses incurred by the committee member when it is necessary to stay away from home overnight on CICAIR business. This will include:

- Lunch, evening meal and beverages up to an overall claimable maximum of £50 per day. Alcohol will only be reimbursed if it is part of a meal and committee members are expected to use reasonable judgement when claiming for alcohol expenditure.
- Parking and road tolls.
- Other small items such as forgotten toiletries etc.

If the committee member is away for more than one night, the daily limit (£50) may be averaged across the number of nights that the committee member is away. For example, if a committee member is away on CICAIR business for three nights, they may claim up to £150 in subsistence expenses. In all cases committee members should retain a copy of all receipts.

If there is no overnight stay, a committee member may claim subsistence expenses of up to £35 per day when on CICAIR business. Alcohol will only be reimbursed if it is part of a meal. In all cases committee members should retain a copy of all receipts.