

EXPENSES POLICY

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Version 3.0	

1. Introduction

- 1.1 This policy is designed to ensure that members and designated persons appointed to represent CPH are not penalised financially and do not lose employment income, when undertaking CPH activities.
- 1.2 CPH and its members are subject to tax legislation and HMRC guidance, in particular, the Income Tax (Earnings and Pensions) Act 2003. Members' daily allowance claims must be paid by PAYE, unless paid direct to the member's employer, or the contractor that the member represents, **in accordance with HMRC rules for those in professional practice** <https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim01125>.
- 1.3 Any breach of this policy will be referred to the CPH committee for consideration.

2. Chargeable occasions

- 2.1 Chargeable occasions covered are:
 - a) The underlying principle is that expenses are payable for occasions where members are working on behalf of CPH and have been requested to do so by CPH or the Chief Officer.
 - b) Claims are payable for the following events (in person or online):
 - CPH meetings
 - LPC Conference
 - Regional meetings - whether organised by CPE or established regional groups.
 - c) Claims for other meetings must be authorised in advance by the Chief Officer and Treasurer.
- 2.2 Members' requests to attend training/conferences on behalf of CPH, or the need for accommodation while on CPH business, or authorisation for single items of expenditure above £2500, must be approved in advance by a full meeting of the committee. If the schedule of meetings does not allow for this, applications must be approved by a panel comprising the Chair, Treasurer and Chief Officer. That approval must be reported back to the next meeting to be included in the minutes of the meeting.

3. Submission of claims

3.1 Members are expected to:

- a) Prior to submitting any claims, members and designated persons appointed to represent CPH must provide the necessary details of their employer or contractor, or relevant details, as appropriate, for claims to be paid, or assist CPH to set up PAYE arrangements for claims to be paid. **Written assurances that daily allowance payments will be declared to HMRC as professional income may be required.**
- b) Submit claims as soon as possible, within three months of the expenditure (unless otherwise agreed with the committee or a panel comprising of the Chair, Treasurer and Chief Officer) and within one month of the end of the financial year.
- c) Provide original invoices, receipts or itemised bills, to support all expense claims or if scanned and submitted electronically, **original receipts should be retained** and CPH reserves the right to inspect them.
- d) If the expenses are paid by another person, for example, the employee's company, they may not be claimed by the individual.
- e) Submit claims on the attached form in a manner that is clear, understandable and auditable and in a format that is acceptable to the Treasurer. A sample form is available in appendix 1.
- f) CPH reserves the right not to pay claims submitted outside these submission guidelines, or outside the terms of the policy.

3.2 Authorisation and limits

- a) Once the expense claim form is complete, the claimant must sign the declaration.
- b) Single items of expenditure or activity outside of item 2 (chargeable occasions) should not exceed £500 and must be approved in advance.

3.3 Payment process

- a) Claims will be paid by BACS.
- b) Claims will normally be processed for payment within 30 days.
- c) Expense claims (genuine expenses incurred by the individual) may be paid direct to the individual member and not through PAYE.
- d) For members who are:
 - i. **Employees of a contractor member** - daily allowance claims **MUST** be paid by PAYE unless paid direct to the member's employer or the contractor the member represents.
 - ii. **Contractors (in professional practice – companies; partnerships and sole traders)** - daily allowance claims **MUST** be paid by PAYE unless paid direct to the contractor's retail pharmacy business.
 - iii. **Representatives of a contractor member and designated persons appointed to represent CPH** - daily allowance claims **MUST** be paid by PAYE unless paid direct to the contractor's retail pharmacy business. An exception is a locum in professional practice if the daily allowance is part of the professional income.
 - iv. **Retired or non-working representatives of a contractor member – MUST** be paid by PAYE (because the payment is not for lost professional/employment income).

4. Rates

4.1 Current rates for in person meetings:

- a) Daily allowance = £320 (£40 x 8 hours) for full day or £160 (£40 x 4 hours) for half day. The rate paid to members includes reading time.
- b) The daily allowance is reviewed annually by CPH in light of prevailing locum rates.

4.2 Online meetings will be dealt with as follows:

- a) CPH meetings 25% - 100% of locum expense/daily allowance payable depending on the format, length and overall time commitment.

4.3 Travel and transport

- a) As of 1 April 2022, the rate is £0.45 per mile for the first 10,000 miles and £0.25 per mile thereafter irrespective of engine size. The mileage rate is determined by HMRC.

- b) Only reasonable mileage claims are paid within CPHs area up to a maximum of 100 miles (round trip/full journey) - subject to the discretion of the committee.
- c) Any other travel should be by the most cost-efficient means, for example, second-class advance rail fares; only in exceptional cases will open fares be considered reasonable expenses.

4.4 Parking and tolls

- a) CPH will reimburse parking and toll costs only where free parking is not provided for business travel away from home and members' normal place of work when supported by a receipt/ticket. CPH will not pay any type of parking penalty notice or similar penalty.

4.5 Accommodation

- a) Accommodation may be claimed if members are required to attend a location on CPH business and this location is sufficiently far away from home or normal place of work (and the CPH area) to make a return journey unreasonable.
- b) Accommodation must be approved in advance.
- c) If commitments require evening travel and/or accommodation, then a meal/breakfast/soft drinks up to a maximum value of £50 may be claimed if required. Alcohol expenses will not be reimbursed.
- d) All relevant receipts must be submitted with the expenses claim

4.6 Business calls

- a) The cost of calls you make on CPH business can be reclaimed. You must provide details of the calls you have made by attaching an itemised bill with the business calls highlighted.

4.7 Miscellaneous

- a) Other legitimate claims will be considered by the committee.
- b) This policy does **not** apply to CPH staff (including the Chief Officer). Refer to the CPH staff handbook for employees.
- c) This policy does not apply to members where their time spent on CPH activities is more than 'insubstantial' compared to carrying on their professional practice.

5. Disclosure

Members expenses may be made available to contractors or disclosed in accordance with legal requirements, for example, in the CPH Annual Report.

6. Officer Honoraria Payments

An honoraria payment is made to CPH officers: Chair, Vice Chair and Treasurer to recognise the additional work that these members undertake over and above that is normally considered part of a committee member's duties as follows. Officers are paid at the same rate as members (£40 per hour).

Chair: £6,080 per annum, inclusive of:

- Executive Team meeting for two hours every month.
- Appraisal, six monthly review and regular line management meetings with the Chief Officer for maximum of eight hours.
- Clarification queries, emails, phone calls from members and CPH office and line management support to Chief Officer for equivalent of ten hours work every month.

Vice Chair: £3,360 per annum, inclusive of:

- Executive Team meeting for two hours every month.
- Clarification queries, emails, phone calls from members and CPH office for equivalent of five hours work every month.

Treasurer: £2,240 per annum, inclusive of:

- Executive Team meeting for two hours every month.
- Finance meetings with CPH office for two hours every quarter.
- Clarification queries, emails, phone calls from members and CPH office for equivalent of two hours work every month (to include Treasurer's report, annual report, payroll and financial

queries).

A job description has been developed for each officer that clearly outlines their responsibilities and the amount of time they are being paid for. This payment is liable for national insurance contributions and taxable as employment income that is processed by the CPH office. Officers that undertake additional CPH work can claim via the usual process.

Officers' payments are in line with the rate of members' pay per hour and it is not expected that payments will increase unless the responsibilities of the officer or members' pay increases.

Officers that do additional CPH work can claim via the usual process by invoicing CPH.

The annual report and accounts are available to every contractor which outlines clearly the honoraria paid to officers of CPH.

7. Contact details

Claims should be sent to the CPH office to info@cpherts.org.uk. The current Treasurer is Vinesh Naidoo.