BRITISH POTATO TRADE ASSOCIATION

Council Members Travel & Subsistence Policy

1. Council decreed that with effect from 1st July 2008 travel expenses should be paid to Council members for attending Council meetings, if they so wished and if they submitted a completed and supported claim on the form supplied by the Association for that purpose (example attached). This policy is decided in order to have a good cross section of the potato trade represented on Council, including smaller companies which might be precluded from putting a representative forward for positions on Council if it meant that it had to meet travel & subsistence costs as well as the time sacrificed for attendance at Council meetings.

2. However, there is an expectation that Council members should do all that they reasonably can to reduce the call on the BPTA's travel & subsistence budget. Council meeting dates and locations are usually determined several weeks ahead. This might enable Council members to arrange company business to coincide. Also train companies usually apply discounted fares for early booking on specific services. Where possible these fares should be obtained.

3. Where a Council meeting coincides with another BPTA event e.g. the BPTA AGM a claim for travel & subsistence expenses would not be met on the grounds that the Council member would have incurred these costs in any event and to meet the claim would place the Council member at an advantage compared to ordinary members. However, additional and unavoidable expenditure incurred solely as a result of attending Council e.g. dinner and bed & breakfast at a hotel due to the longer period away from home caused by attendance at Council will be reimbursed.

4. In order to exercise control over the Association's budget, travel & subsistence claims from Council members for attending Council meetings will be received by the Association Secretary following a Council meeting and by no later than the following 1st March, but will not be settled until the Association Secretary has aggregated all such claims received to the 1st March of that year. Where the aggregated sum claimed by Council members attending Council meetings in any year exceeds £3,000 the Association Secretary will settle claims on a proportionate basis within the approved sum.

5. Council members who are asked, by the President or other member of the Executive Committee of the BPTA, to represent the BPTA at meetings and/or other events other than Council meetings, attendance at which requires the incurring of expenses that would otherwise not be incurred will be met in full on receipt of a supported claim on the standard claim form provided.

6. For the avoidance of doubt "Council meetings" includes any meeting of a standing Committee of Council where it is deemed expedient to hold such a meeting rather than conduct business by email, telephone or other media. However it does not include any BPTA AGM, EGM or other gathering to which the wider membership is invited or expected to attend.

7. As a check against disproportionate claims for travel & subsistence the Association Secretary will provide to the President each year a summary of annual claims by individual Council members.

8. This policy was reviewed and endorsed by Council at its meeting on 20th September 2011.

Finance & Membership Committee
October 2011