



**BRITISH
PHARMACOLOGICAL
SOCIETY**

Expenses Policy and Procedures

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Introduction

We value your time and expertise, so we want to make it easy and efficient for you to claim back any expenses that you incur on Society business. We have updated this policy to make it inclusive and to remove barriers to claiming.

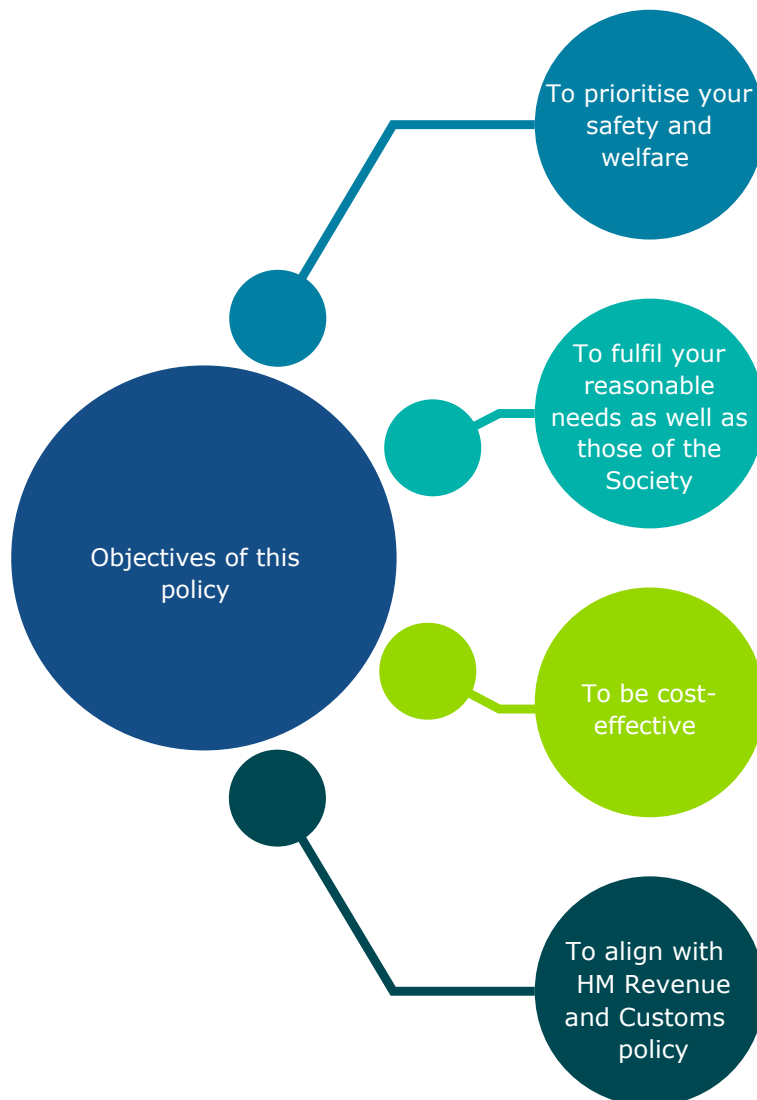
We would like to thank you in advance for your contribution to Society activities.

This policy contains information and guidance about:

- guidance amounts
- booking transport and accommodation
- claiming subsistence

Travel, accommodation, subsistence, and related costs form a substantial part of the Society's total expenditure. It is essential that they are managed and controlled efficiently and effectively so that the Society can fulfil its charitable aims and objectives.

Please book any travel and accommodation in advance where possible to achieve the most cost-effective savings. If you are unable to attend a Society event or meeting, we will still reimburse you for the costs.



Guidance amounts and when to obtain approval in advance

Please speak to your staff contact before incurring expenses that:

- are not covered in the policy
- exceed the guidance amounts

If you have long-term or recurring reasons for costs not covered in the policy, your staff contact can securely record this in our contact relationship management (CRM) system, where only relevant staff will have access to this confidential information. This will save you having to repeat the same information with every claim. All information provided by you will be treated in the strictest confidence.

The Society reserves the right to refuse reimbursement for any claim which is not covered in the policy or falls outside of the guidance amounts, where a reason has not been given. To prevent any delay in reimbursement of expenses and to ensure you do not become personally liable for any costs, please make sure to give a reason for this type of claim.

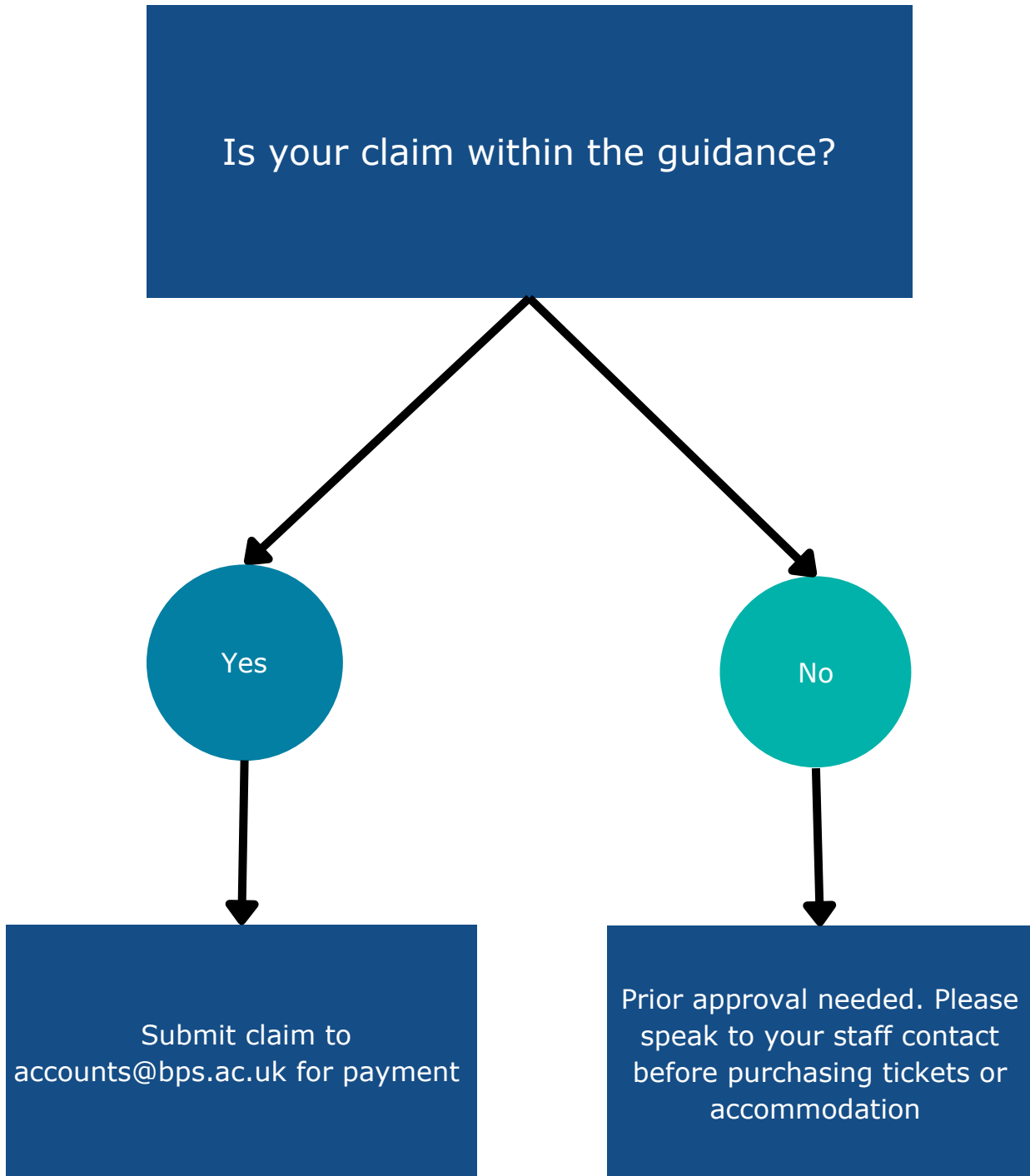
If you have any queries about expenses or other costs, please ask your staff contact at the Society or get in touch with the Finance Team. We are always happy to assist.

Guidance Summary

For more information on the guidance amounts and when to obtain approval in advance, please follow the links below. The links will take you to the relevant section of the guidance for each type of claim.

Type of claim	Guidance amount
Rail	Travel within the UK - £150 return
Car	Up to 100 miles return trip within the UK 45p per mile
Air	UK - £200 return
	Rest of Europe - £300 return
	Rest of World - £1,500 return
Accommodation	London - £200 per night
	Rest of World - £150 per night
Subsistence	£35 per day

Approval Process



Rail

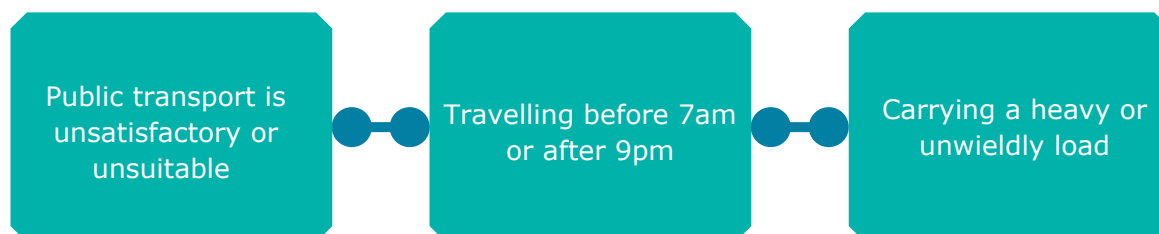
Rail is usually the most cost-effective and environmentally-friendly mode of transport and is therefore preferred.

The guidance amount for travel by rail is up to £150 return. This amount is a guide - we trust that anyone booking rail tickets will do so in the most cost-effective way possible.

We expect you to book your tickets in advance to ensure the lowest possible rail fares. The guidance amount for traveling by rail is based on average travel costs when travelling within the U.K.

Taxi

Travelling by taxi is discouraged unless it is reasonable to do so in any one of the following circumstances:



When you submit your expense claim, please explain which of the above is applicable.

Please note: the use of taxi is usually to connect to public transport, rather than use for an entire journey.

If you need to travel by taxi for any other reason, please get in touch with your staff lead before travelling.

Car

Travelling by car is discouraged unless:



We recommend travelling by public transport where possible to ensure that you are well-rested and that you avoid long periods of driving. Reducing travel by car is also more environmentally-friendly, unless you are using an electric vehicle. If you need to make a trip that is more than 100 miles return, please get in touch with your staff contact prior to travelling.

If you undertake a journey using your own vehicle on Society business, including using your own vehicle to connect with other transport such as rail or air, it is your responsibility to ensure that:

- the driver is fit to drive
- the vehicle is fit for purpose
- the vehicle complies with all aspects of the Road Traffic Act in force at the time of travel; and
- the driver and vehicle are covered by appropriate business use insurance cover

The above applies regardless of whether any expense claim is or will be made for the use of the vehicle.

The Society accepts no responsibility for the roadworthiness or otherwise, or insurance of any vehicle used on Society business.

Please note:

- The Society will reimburse mileage in line with the HMRC mileage rate which for April 2022 to April 2023 is 45p per mile
- The Society will reimburse you for any parking fees or congestion charges incurred while on Society business
- No other related costs will be paid, for instance parking fines, speeding tickets etc.

Guidance amounts for flights and accommodation

The guidance amounts below are based on average travel and accommodation costs and are updated annually.

Air

We encourage you to book in advance on a carrier of your choice and where possible, within the guidance amounts.

UK £200 return trip	Europe £300 return trip	Rest of World £1,500 return trip
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Accommodation

You may need to claim for overnight accommodation when on Society business. Rates should, where possible, be within the guidance amounts and be for:

- a single room with ensuite bathroom
- bed and Breakfast basis
- service charges and VAT and taxes where appropriate.

London £200 per night	Other UK and Rest of World £150 per night
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Subsistence

The Society will reimburse the cost of food and drink (this does not include alcoholic beverages) up to £35 per day, when on Society business. If you think you are likely to incur additional incidental overnight expenses, please speak to your staff contact or the Finance Team.

When claiming back subsistence, we ask that you provide all itemised receipts along with your expense claim.

Claiming for necessary travel companions or chaperones

The Society will cover travel, accommodation and subsistence costs for a necessary travel companion or assistant. Please speak to your staff contact or the Finance Team, ahead of any travel on Society business where the use of a travel companion or assistant is required.

Speakers

Society meetings - accommodation and travel

Travelling within UK

Travel expenses and 1 night accommodation

Travelling outside UK

Travel expenses and 2 nights' accommodation

Submitting a claim

A link to the expenses policy can be found [here](#).

When submitting an expenses claim, it is important to note the following:

- If you have incurred expenses, you must claim reimbursement from the Society by using the prescribed Expenses Claims Form.
- Approval must be sought in advance for any expenses not covered in the expenses policy.
- All itemised receipts must be provided to support your claim for expenses and credit card charges. Credit card receipts that are not itemised will not be accepted.
- If your claim includes costs incurred by other people, you must record their names and the organisation they are affiliated with.
- If your claim includes long-term or recurring costs that are not covered by this policy but that you have received approval for, please indicate this when submitting the claim to your staff contact or the Finance Team.
- You must sign your expenses claim and submit it to the staff contact or to accounts@bps.ac.uk for processing within four weeks from the date of the meeting or event.
- No staff member or officer is permitted to approve or prior approve their own expenses, whether within these guidelines or not. The CFO's expense claims will be approved by the CEO or in their absence, the Honorary Treasurer. The CEO's expense claims are to be approved by the Honorary Treasurer.
- Claims which do not adhere to these guidelines must be referred by the Society CEO or CFO to the Honorary Treasurer, or if submitted by the Honorary Treasurer, to the President-Elect or President for final decision.
- The Society is not responsible for and is unable to reimburse you for personal expenses. If you are unsure if your claim is related to Society business, then please get in touch with staff contact or the Finance Team.
- You are advised not to use any personal vouchers or personal credit as the Society will not reimburse for any such vouchers or credit used.

Reimbursement timeline

The Society endeavours to reimburse all approved expense claims within 30 days of submission.

Feedback

If you have any questions or feedback on how we can make his policy more inclusive of your personal needs or that of your colleagues, please speak to your staff contact or the Finance Team at accounts@bps.ac.uk.