

Expenses Policy and Procedures

Effective From July 2021



Introduction

The policy contains information in relation to:

- Rail
- Road
- Air
- Accommodation
- Subsistence
- Travel Insurance

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. The Society is a charity and resources are limited. The objective of this policy is to ensure that those incurring expenses on Society business do so in a manner which:

- has concern for their welfare and safety
- fulfils their reasonable needs as well as those of the Society
- is cost-effective
- is within the expenses dispensation granted by HM Revenue & Customs.

This policy & procedures is reviewed annually by the society's finance committee

When and how to obtain approval in advance

It is very important to obtain approval in advance where stated in this policy or for any expense items that are not covered in the policy. This will prevent anyone becoming personally liable for any costs and will prevent any delay in making payment of expenses. If you have any queries about expenses or other costs, please ask your staff contact at the Society or the Finance Manager (e-mail: accounts@bps.ac.uk).

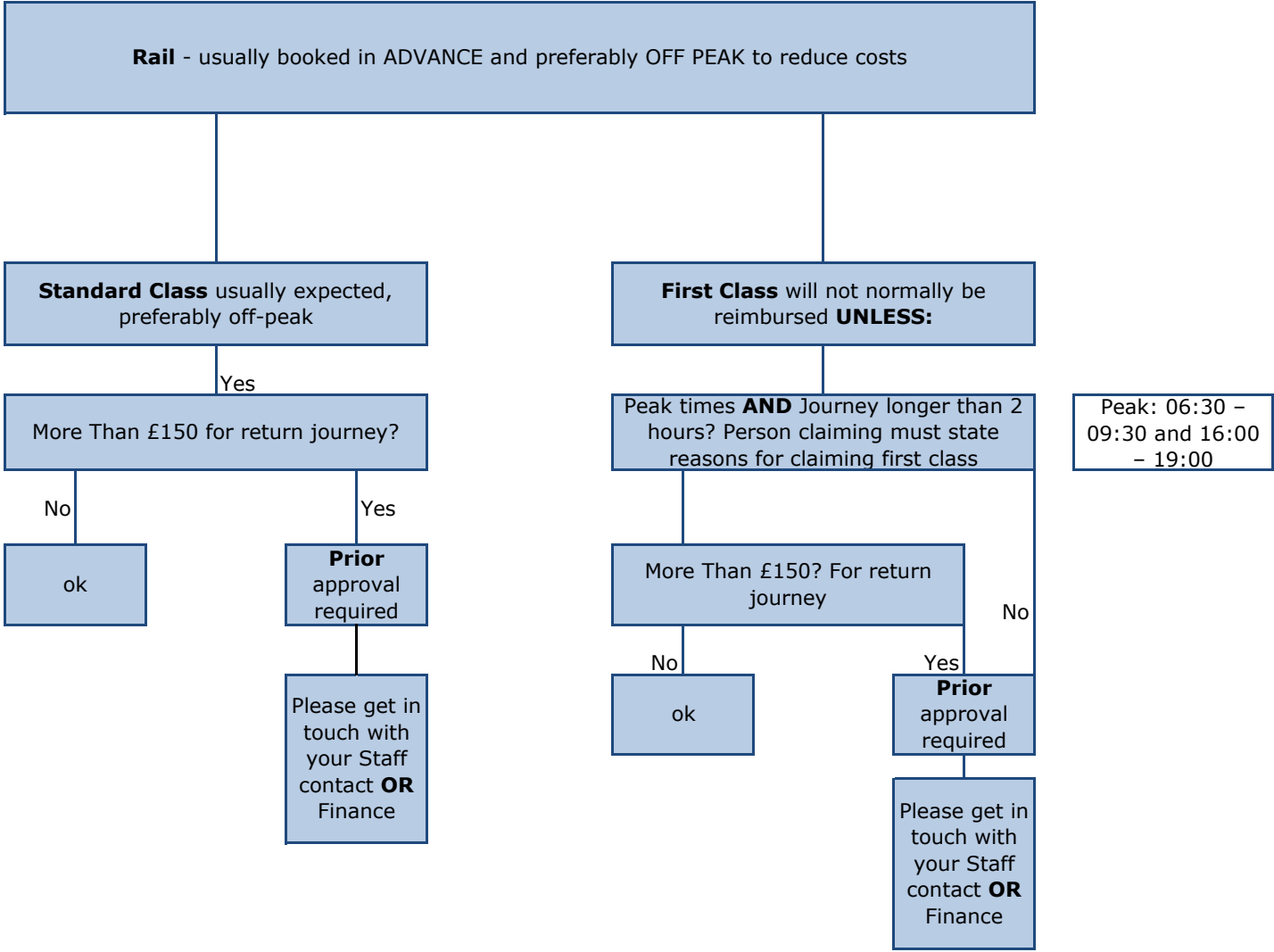
Book early to reduce costs

The Society expects early booking for rail and air travel and for accommodation so as to take advantage of any significant discounts. If you are subsequently unable to use the booking and the discount means that no refund is payable, the Society will still cover the cost.

The Society will ensure that claims for expenses are paid as soon as possible once submitted, however the Society reserves the right to refuse reimbursement for any claim which has not been approved in advance where "Prior approval required" applies according to this policy.

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- This is the most cost effective & preferred mode of transport when on society business
- 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.



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No other related expenses will be paid. For instance parking fines, speeding tickets etc

Anybody undertaking journeys using their own vehicle on society business, including using their own vehicle to connect with other transport such as rail or air for instance, and regardless of whether any expense claim is or will be made for use of the vehicle, warrants 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 Society accepts no responsibility whatsoever for the roadworthiness or otherwise or insurance of any vehicle used on Society business.

Car - this should only be used when impractical to travel any other way; Rail is the preferred mode of transport

More than 100 miles round trip?

yes

no

Prior approval required

ok

Please get in touch with your Staff contact **OR** Finance

Taxi

1. travelling before 7AM or After 9PM? **OR**
2. Carrying heavy load **OR**
3. Public transport unsatisfactory / unsuitable

No

Yes

Prior approval required

ok

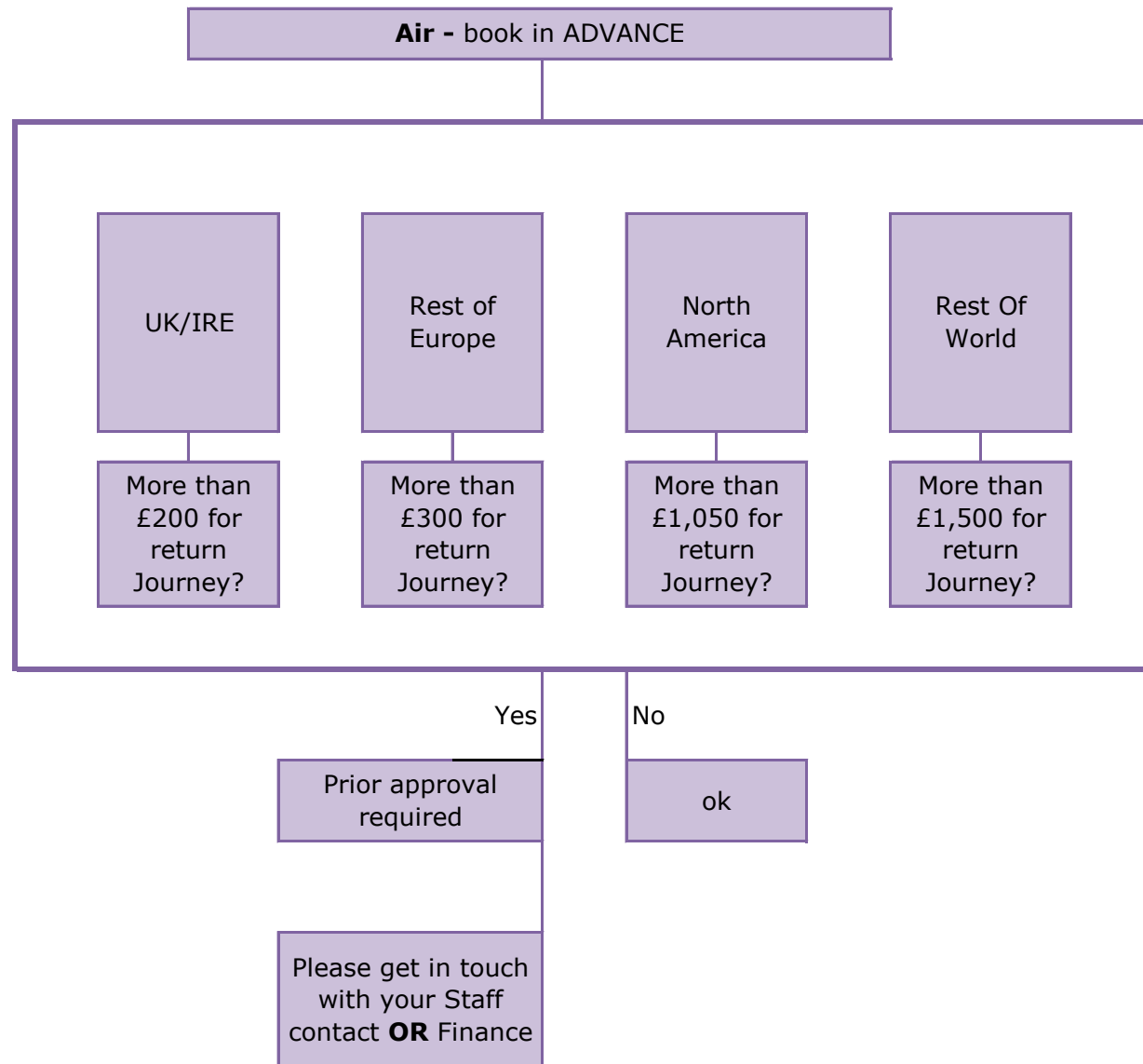
Please get in touch with your Staff contact **OR** Finance

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- On a carrier of the traveller's choice
- Take advantage of offers where possible
- The maximum fare is not an upper limit to facilitate detours or include other travellers
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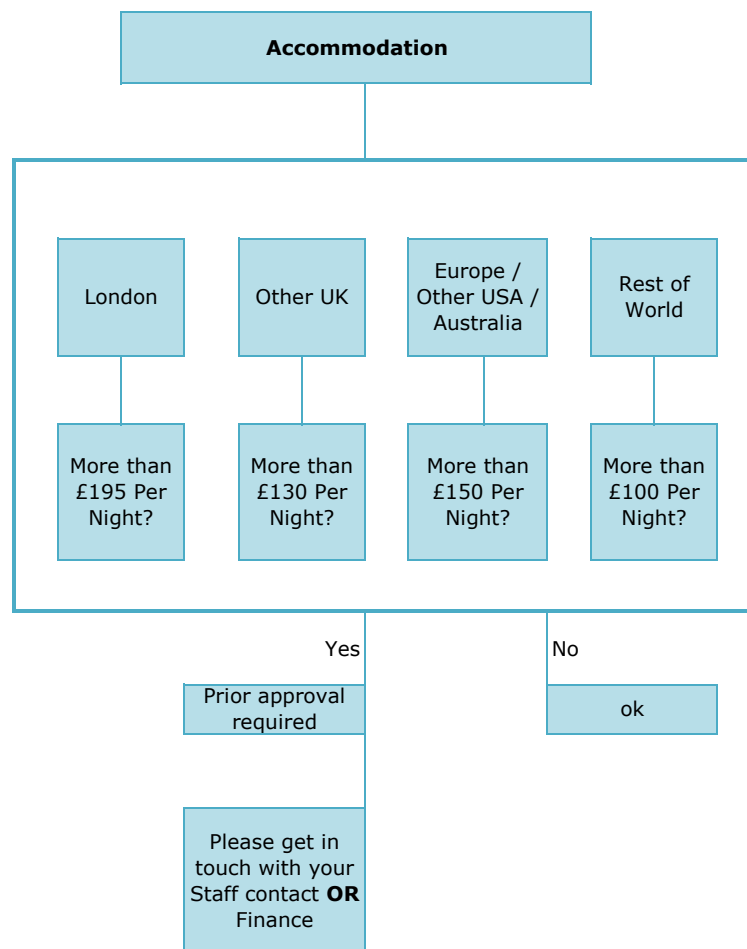
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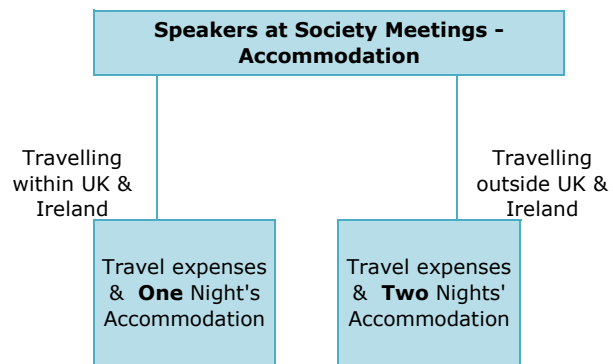
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- Accommodation would normally be reasonable if attendance would require the attendee to leave home before 07.00 and/or arrive home after 22.00; the Society does endeavour to ensure that it usually arranges its own business meetings to start and finish between 10.00 and 16.00.
- Rates should be for a single room with ensuite on a Bed & Breakfast basis and include service charges & VAT & Taxes where appropriate
- The Society is not responsible for personal expenses such as newspapers, bar bills, excursions, cable TV charges etc. The cost of private telephone calls when staying away on business will be met, subject to the HMRC limits for incidental overnight expenses, currently £5 per night when within the UK, £10 per night when outside the UK.
- 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.



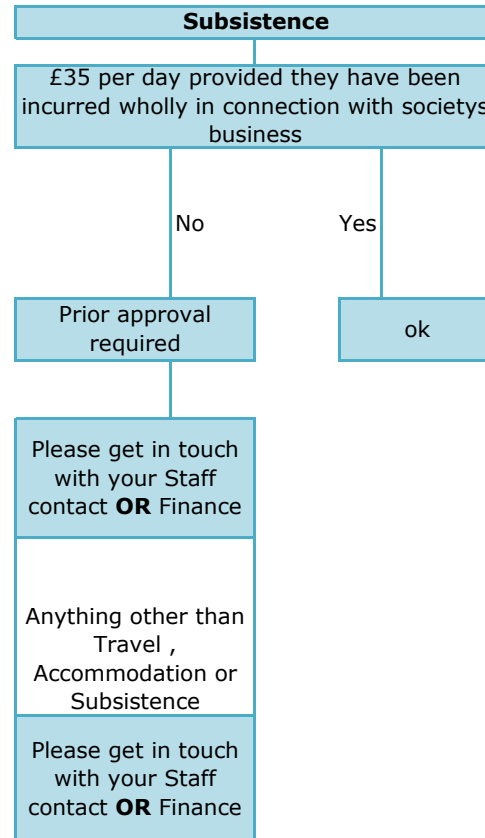
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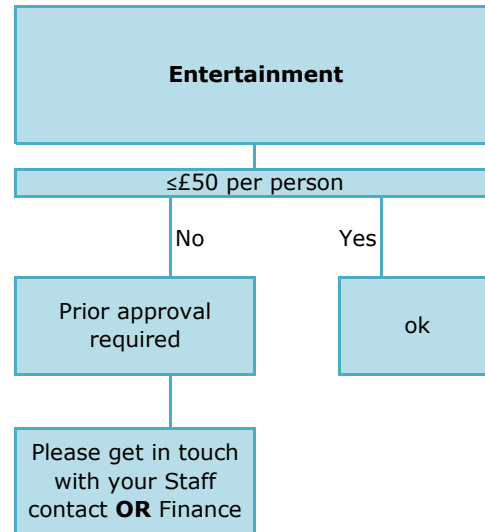
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The Society will not reimburse the cost of alcoholic beverages purchased outside the course of normal business hospitality. "Normal business hospitality" means a meal or other form of business entertaining where there is at least a one-on-one ratio of staff to business partners. Prior approval from the CFO or CEO should be obtained before extending business hospitality. If alcoholic beverages are purchased using BPS funds outside these requirements, the individual concerned will be liable for the corresponding sum.

The Society is not responsible for personal expenses such as newspapers, bar bills, excursions, cable TV charges etc. The cost of private telephone calls when staying away on business will be met, subject to the HMRC limits for incidental overnight expenses, currently £5 per night



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Travel Insurance

The Society does carry Travel Insurance for Officers and Staff travelling with its approval on Society business. Other travellers should therefore ensure that they have adequate cover (endorsed for business travel) for medical and other travel associated expenses (e.g. lost baggage, cancellations etc.). Receipted premiums (or pro rata premiums if travelling under a family, annual or multi-trip policy) will be reimbursed by the Society. All other insurance costs are the travellers' own responsibility and they should ensure that expensive personal equipment such as laptops, etc. are covered under their own policies.

Is this the first time you have submitted expense Claims with the Society?

Expense items are initially processed by relevant Society staff in accordance with their delegated authority.

If expense items are paid for by the individual, reimbursement from the Society must be claimed using the prescribed Expense Claims Form.

Original receipts and bills, especially hotel bills, must be provided to support all expenses being claimed, credit card charges and expense payments made. In addition to being a fundamental requirement it does allow the Society to reclaim VAT on some expenses.

Credit card receipts are not on their own acceptable substitutes for original, itemised receipts.

Expense items must be signed for personally.

If your claim includes costs in respect of other people, record their names.

Claims are to be submitted within four weeks from the date of the meeting or event.

Principles for Approval of Expenses

1. No Officer or Staff member 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.
2. Claims which do not accord with 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.