Appendix E

REGULATIONS FOR TRAVEL ALLOWANCES AND THE REIMBURSEMENT OF EXPENSES INCURRED IN CONNECTION WITH THE AFFAIRS OF THE INSTITUTION

1.0 Entitlement

1.1 Those who serve on the Council or one of the Council's committees (including Regional or Branch Committees), or who may be officially appointed to represent the Institution by one of its principal officers, may seek the reimbursement of their reasonable personal expenses or claim allowances due in carrying out the functions required of them by their appointment. These Regulations have been drafted in accordance with the requirements governing the expenditure of charitable funds. They do not cover the cost of entertaining the Institution's guests or its employees.

1.2 Expenses for travel outside a member's country of residence, including accommodation, will be agreed beforehand with the Institution through the CEO of the Institution or the Finance & General Purposes (F&GP) Committee. Any person uncertain of his or her entitlement under these Regulations should consult the Administrator of the Institution.

1.3 These Regulations shall be monitored and upheld by the Institution's secretariat; however, the Institution’s Administrator or CEO shall, following consultation with and the agreement of the Chairman of the Finance and General Purposes Committee, have a discretion to exercise reasonable judgement in respect of the reimbursement of expenses incurred but which fall outside of the these Regulations. Any such occurrences shall be included in the CEO’s Report to the Council of management.

1.4 Claimants may be requested to pay back any expenses, any time in the future, that the Charity Commission sees as unfit use of charitable funds.

2.0 Procedure

2.1 All claims for the reimbursement of expenses are to be made on the Institution's claim forms. All claims should be supported, where possible and appropriate, by valid VAT receipts and must in all instances be signed by the claimant and countersigned by the Chairman of the Committee authorising the expense or the Administrator of the Institution.

2.2 Claims should be made promptly.

2.3 Authorising Chairmen or the Administrator of the Institution will ensure, prior to countersignature, that claims for reimbursement are in respect of expenses
properly incurred or the allowance due and that they conform to the current Regulation at the date of expenditure.

2.4 Where the F&GP Committee considers that expenses have been reimbursed in contravention of this Regulation, the Secretary of the Institution will take such steps to recover them as the Committee considers appropriate. At the same time, the F&GP Committee will establish how such payment was authorised and report its findings to the Council.

2.5 Claims for properly incurred expenses will be reimbursed within two to four weeks of receipt at the Institution's Headquarters of an appropriately completed, supported and valid claim. Expenses incurred by members of Regional or Branch Committees and those nominated by a Region or Branch Committee to receive expenses will be reimbursed in accordance with these Regulations from Regional funds by the Regional Treasurer. The extent of Branch Committee expenses to be reimbursed under these Regulations will be agreed in principle with the Regional Committee and its Treasurer prior to being incurred unless the Branch has its own Treasurer who is to account to the Regional Committee for such payments.

2.6 Where hotel accommodation will be part of claimed expenses, the Institution reserves the right to make its own arrangements for that accommodation and its payment providing there is sufficient time in advance to make the arrangements. Committee Chairmen should, as soon as possible, seek the advice of the Institution's Administrator (who will where practical make the reservation) when overnight stays are contemplated.

3.0 Reimbursement

3.1 Travelling

3.1.1 Claimants are expected to charge their travel costs at standard class rail fares unless otherwise authorised. Travel costs between venues and the nearest rail station may be included but only where they have actually been incurred.

3.1.2 It should be noted that savings in travel costs can be made using Charity Line and Railcard. All rail travel should be booked through Head Office wherever possible, as it is possible to cancel tickets booked on Charity Line.

3.1.3 Claimants travelling by car may claim and be reimbursed at 35p per mile.

3.1.4 Air fares will only be reimbursed if flying has been accepted beforehand as the appropriate method of transport by the CEO, President of the Institution or the Chairman of the F&GP Committee.

3.2 Meals

3.2.1 Claimants may claim £6.00 for refreshments where their meeting and travel time exceeds three hours; where it exceeds a further two hours, a meal will be claimable.
3.2.2 The cost of all meals claimed for reimbursement must be reasonable and commensurate with the purposes for which the expense is being incurred on behalf of the Institution. As a rule-of-thumb guide, the Institution would not expect the per cover cost claimed (including drinks) for a luncheon should be more than £12.00 (or £15.00 inside the M25 area around London) or for an evening meal should be more than £20.00 (or £25.00 inside the M25 area around London).

3.2.3 Council members have the discretion to purchase meals for themselves and guests, without obtaining prior authority, as long as the purpose of the meal was for the enhancement of the Institution.

3.3 **Accommodation**

3.3.1 Claimants are expected, wherever possible, to return to their normal place of residence or work by 23.30 hrs each day. If such a return is not possible, or if there are other compelling reasons for overnight accommodation, the costs of reasonable overnight accommodation may be claimed. Reimbursement of hotel bills will be on the basis of a valid VAT receipt. For the purposes of what would be considered “reasonable” expenditure for overnight accommodation, reference should be made to Premier Inn charges (premierinn.com). In most areas of the country, overnight accommodation including breakfast would cost less than £75.00. Exceptions to this would be city centres, especially London, but even then the cost should be within £125.00.

3.4 **Other Expenses**

3.4.1 Any expense properly incurred in connection with advancing the affairs and interest of the Institution, not otherwise provided for in paragraphs 3.1 to 3.3 inclusive, should receive the prior approval of the appropriate committee chairman. Reimbursement will, where appropriate, be on the basis of a valid VAT receipt.

3.5 **Grievances**

3.5.1 It is in the Institution’s and the Claimant’s interests that grievances are resolved quickly and fairly. Any complaint concerning the incurring or reimbursement of expenses should, in the first instance, be referred to the Secretary. Most complaints should be resolved at this level but if a satisfactory solution cannot be found, the complaint shall be referred to the Chairman of the Finance & General Purposes Committee for resolution. His/her decision will be final and binding.