

BOHS EXPENSES POLICY



1. Authorisations

1.1. The following are authorised to reclaim the cost of travel and subsistence incurred whilst representing the Society or attending meetings of, or on behalf of, the Society. It is a requirement of HM Revenue and Customs that no personal benefit should result from reimbursement of travel and subsistence costs.

- 1.1.1. Members of Council.
- 1.1.2. Members of Faculty Board.
- 1.1.3. Members of Committees.
- 1.1.4. Examiners.
- 1.1.5. Members on external committees or duties.
- 1.1.6. Staff.
- 1.1.7. Any others, as authorised by at least two officers.

1.2. International travel: The cost of travel and subsistence will be reimbursed by the Society for attending approved (by two officers) meetings, if the cost is not borne as part of business travel by his/her employer. The following apply:

- 1.2.1. Economy class.
- 1.2.2. Hotel accommodation, meals, local taxis, travel and health insurance.
- 1.2.3. All of which may be reimbursed against appropriate receipt.

1.3. UK travel:

1.3.1. Expenses may be recovered at the following rates:

Rail travel	standard class
Car	40p/mile + parking costs (but not parking fines)
Air	Economy/budget fares only
Hotel	Up to a maximum of £100 per night. Rates in excess of this amount must be pre-authorised before a claim is made.
Meals	After 5 hours on Society business – a light snack After 10 hours on Society business – a light snack and a main meal (the latter may include <i>one</i> drink)

1.3.2. Expenses may *not* be recovered for sundry items (e.g. newspapers, magazines, etc).