



Expenses Policy

1 Introduction

It is our policy to offer claimants full reimbursement of out-of-pocket expenses incurred on BOHS's behalf. It is a requirement of HM Revenue and Custom that no personal benefit should result from reimbursement of travel and subsistence costs. Consideration must always be given to using the most cost-effective methods of travel. As BOHS is a charity, claimants are encouraged to keep expenses to a minimum.

2 Authorisations

The Following are authorised to reclaim out-of-pocket expenses incurred whilst representing the Society or attending meetings of, or on behalf of the Society.

- Members of Council
- Members of Faculty Board
- Members of Committees
- Examiners
- Members on external committees or duties
- Staff
- Any other as authorised by at least two officers

3 Expenses

BOHS will pay for the following:

- ✓ Petrol/mileage costs incurred whilst on BOHS business
- ✓ Travel from home to and from the place of a meeting
- ✓ Meals taken while on BOHS business
- ✓ Postage, phone calls and stationary costs necessary to the work
- ✓ Accommodation costs if overnight stays are necessary to the activity

BOHS will not pay for the following

- ✗ Alcoholic drinks
- ✗ Sundry Items eg newspapers

Claimants should seek to minimise rail/air travel expenses by booking tickets in advance.

Travel by taxi should be kept to a minimum.

Where vehicles are hired, expense claims must be for the actual hire and running costs, rather than mileage rates.

Expenses may be recovered at the following rates:

| | |
|-------------|--|
| Car | 40p per mile plus parking (but not parking fines) |
| Rail Travel | Standard Class |
| Air Fare | Economy/Budget fares only |
| Hotel | Up to a maximum of £100 per night. Rates in excess of this amount must be pre-authorized before a claim is made. |
| Subsistence | After 5 hours on Society Business - a light snack, not normally exceeding £7 After 10 hours on Society business – a main meal (including one drink), not normally exceeding £25 |

4 International Travel

The Society will reimburse the cost of travel and subsistence for attending meetings that have been approved by two officers. If the cost of attending the meeting is not borne as part of business travel by the claimants employer then the following apply:

- ✓ Economy Class Air Fare
- ✓ Hotel Accommodation and meals
- ✓ Local taxis
- ✓ Travel and health insurance

For Intercontinental travel across time zones, it is reasonable to allow up to 24 hours recovery time before the meeting. It is recognised that people doing this are likely to claim two night's hotel expenses, or possibly three if flight times make this necessary.

These will be reimbursed with an appropriate receipts and completion of the correct BOHS International claim form with the appropriate banking details. When an International payment is made it can take up to 5 working days to reach the recipient's bank account.

5 Administration

Expenses must be submitted on a BOHS expenses claim form.

Expenses will usually be paid through credit transfer direct to the claimant's bank account.

Original receipts, travel tickets and documentation (i.e. not photocopies) must support all claims.

Please ensure that we have all the correct bank details in order to process payment.