

BSHAA Guide to Payment of Travel & other Expenses

Introduction

The information contained in this document is to clarify the procedures and documentation required for the correct payment of travel and other expenses incurred during BSHAA related business.

Allowable Expenses

Mileage

A mileage allowance of 45p/mile/vehicle (plus a supplement of 5p per mile per additional passenger) will be paid for travel required on behalf of BSHAA. If more than one member is required to attend, then members should travel together whenever possible. If mileage claimed seems excessive a route planner may be required to justify mileage. Car parking receipts must be included if repayment is required.

The claimant should seek the cost of return travel by public transport to ensure that the mileage claim does not exceed this. Prior approval should be sought for expected mileage claims of over 300 miles. Approval will not be unreasonably withheld where the use of public transport would involve a journey (door to door) which begins or ends at unsociable hours (before 7am or after 9.00pm), or where more than 2 changes of train per one-way journey is involved.

Unless with prior approval, mileage allowances will only be valid for those days necessary to carry out duties relevant to BSHAA business.

Public Transport

First class travel is not payable to claimants unless this can be shown to be less than 20% above the standard class fare or unless a one-way journey exceeds 4 hours. One way fares should always be investigated as these can often be found to be cheaper than a return fare. Tickets and/or invoices must be submitted with a completed expenses form to EBS for repayments to be made.

Flights and train travel should be booked as early as possible to ensure the best price available. When travelling abroad on behalf of BSHAA, economy fares will only be reimbursed. If the claimant wishes to pay the difference for a premium fare, then the responsibility to evidence the gap is with them.

Taxis

Taxi fares can be claimed for short journeys only, and up to the value of £25. Exceptions may be made for fares likely to exceed £25, for journeys made during unsociable hours, or for instances where there is an issue of personal safety – after prior approval has been granted.

Subsistence

If refreshments including meals are not being provided by the event, then the following subsistence allowances are applicable. Alcoholic drinks (with food) may be claimed up to a limit of 2 drinks or £10.00 (whichever is the lesser). Drinks for social entertainment will only be reimbursed in exceptional circumstances.

<p>Lunch Allowance</p> <p>Evening Meal Allowance</p> <p>Overnight Stay in Hotel/B+B</p>	<p>Up to £10.00 is payable if more than 5 hours is spent away from your workplace (including the lunchtime period between 1200 and 1400 hrs).</p> <p>Up to £20.00 is payable for an evening meal if a complimentary meal is not being provided at the venue.</p> <p>Up to a maximum of £150.00 and not above a 4* hotel. This is allowed when overnight accommodation is necessary and not arranged in relation to the event. Prior approval from the President or CEO must be sought for all overnight stays. Approval will not be unreasonably withheld where travel on the day would begin before 7am or end after 9.00pm</p>
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Where travel to or from BSHAA business starts before 7am, receipts for a breakfast will be accepted up to the value of £10.00. Where travel from BSHAA business ends after 9.00pm (and BSHAA has not provided an evening meal), receipts for an evening meal will be accepted up to the value of £20.00.

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Loss of Business Allowance

For those Council Members who can demonstrate a loss of earnings through attending council meetings, then there is a payment of £180.00 per day available. This allowance is not available to any member who is not financially disadvantaged by attending a council meeting. Loss of business may not be claimed in any day for which the claimant is not contractually bound to work.

Loss of business while travelling

Where travelling to, from, or on BSHAA business involves a loss of commercial business and where the one-way travelling time (door to door) occurs exclusively during normal working hours and exceeds 5 hours by public transport by the most direct route, one-half day's business allowance may be claimed with prior approval which shall not be unreasonably withheld.

Documentation

The claim form for expenses must be fully completed and signed by the claimant and the appropriate VAT receipts provided as proof of the expenses claimed.

The claim form should then be forwarded to the Secretariat and claims will be processed within 5 working days

**** Special note for VAT registered claimants:**

Any claimant who is VAT registered must only include the pre-VAT cost of purchased goods or services within their expense claim – supported by a receipt showing the VAT Registration number of the supplier of the goods or services being claimed for.

If any travel expense claims are expected to be above £250, prior approval must be sought via the Secretariat who will pass on for approval.

Except in exceptional circumstances, failure to do this will result in non-payment of full expenses.

If you have any questions, please contact EBS Secretariat at membership@bshaa.com or 01543 442155.