

## Expense Policy 2019

It is the policy of the Chartered Institute of Ergonomics & Human Factors (CIEHF) that any individual who is invited to act and carry out pre-agreed activities on behalf of the Institute shall be free to claim specified travel, accommodation or related expenses that are legitimately incurred.

The purpose of this policy is to deliver the maximum benefit from any expense budget agreed by Council, to expedite the processing and payment of claims for legitimate expenses against an agreed and published policy, and to enable CIEHF to demonstrate effective control of the policy within the agreed budget.

### Who this policy applies to

This policy applies to volunteers, staff, contractors and invitees to events.

### Cost awareness and control

The charitable status enjoyed by CIEHF should be borne in mind when invited to carry out any activity on behalf of CIEHF. Expense should be incurred and claimed where necessary and in the most cost-effective way. Individuals may elect to claim expenses, but no requirement exists on the individual to claim expenses from the Institute.

CIEHF expects claimants to book travel and accommodation in advance, to avoid peak rates or fares where possible and to book fares or rates appropriate only for the activity agreed. CIEHF is aware of restrictions on certain travel tickets and the limited refund options associated with such discounted arrangements but believes such arrangements overall deliver significant benefits and are cost-effective. Where bookings are made in advance and event arrangements are subsequently changed by CIEHF then a claim for an advance booking made in good faith will be honoured in full.

Travel expense will be reimbursed commencing from the home address of the claimant or from the declared actual address at which the journey originated, whichever results in the least cost claim.

CIEHF reimburses all claims after expense has been incurred, except in the case of travel by air. Claims must be signed by the claimant and accompanied by scanned, identifiable receipts to satisfy UK tax authorities.

### Time limits for claims

Claims must be submitted **within 30 days** of the meeting, event or other activity for which the expense has been incurred for the claim to be eligible for reimbursement.

Towards the end of each calendar year claims must be submitted **no later than 20 December** to be eligible for reimbursement and to enable CIEHF to meet HMRC year-end accounting requirements.

### Travel by train or coach

Standard class fares will be reimbursed **up to a value of £150**. Fares above this value must be pre-authorised by the CE in writing. Claimants must submit a receipt itemising the journey and the cost of the journey claimed or supply a scan of the actual ticket(s) used.

### Travel by car or taxi

Mileage incurred using a car will be reimbursed at a rate of **30p per mile for the first 300 miles**, and then at a rate of **10p per mile up to maximum claim of 400 miles**. Car hire or car rental claims are not eligible.

Taxis will be reimbursed where substantiated by related receipts only in cases where no reasonable or practicable alternative transport exists **up to a maximum value of £15 per single journey or £20 per claim.**

## **Travel by air**

Economy air fares will be reimbursed where pre-authorized by the CE.

Claims for reimbursement of air fares may be made ahead of the date of travel at the option of the claimant. Tickets or documentation with actual fares shown are required to substantiate claims. Claimants are expected to purchase the lowest cost, reasonably available fare, booked in advance.

## **Overnight Accommodation**

Overnight accommodation will be reimbursed where pre-authorized by the CE, including or excluding breakfast, up to a **maximum of £100 per night for a maximum claim of three nights.** For each night of accommodation CIEHF will reimburse a related claim of **up to £25 for an evening meal** where incurred. VAT receipts are required in both instances.

## **Exclusions**

CIEHF does not reimburse refreshments, meals or any other claim except business entertaining or member group functions that are pre-authorized by the CE. CIEHF does not provide a subsistence allowance.

## **Non-UK Expense**

Non-UK expense must be authorized in advance by the CE. Non-sterling claims must be supported by an exchange rate per day of the claim provided by an exchange rate provider such as [www.xe.com](http://www.xe.com).

## **Member Groups**

CIEHF will reimburse expenses incurred by groups for pre-authorized and pre-planned events run on behalf of the Institute. Expenses must be pre-authorized by the CE. A summary of the event together with the names of those attending the event is a requirement of any claim.

## **Claims procedure**

Claims must be made on the Expense Claim Form downloadable from the CIEHF website.

Claimants must sign the claim, attach supporting receipts and scan the entire claim to the Chief Operating Officer, email [t.worthy@ergonomics.org.uk](mailto:t.worthy@ergonomics.org.uk). Postal claims will not be considered.

## **Authorisation & payment**

Claims are authorised by the CE, who is available to provide advice on this policy via email at [s.barraclough@ergonomics.org.uk](mailto:s.barraclough@ergonomics.org.uk).

Claims may be audited by the Chief Operating Officer, General Treasurer or any independent auditor.

Payment of claims will be made by bank transfer only to the account details supplied by the claimant.

## **Liability**

CIEHF cannot accept liability for any claim for loss, damage or injury except as required in law.

Those acting at the invitation of CIEHF on CIEHF activities are responsible to fund and carry valid identity, authorisation, insurance or other documents deemed appropriate by individuals.

Any matters arising outside this policy will be dealt with on a case-by-case basis.

This policy may be reviewed from time to time as required by Council.