



## **PD 06A**

### **Expenses Guidelines**

Expenses are payable to honorary, elected, and co-opted members of the Board or MAC or those specifically asked to assist the group if:

- They are not financially supported by their employer/local group
- Funding cannot be obtained from other sources
- Prior agreement has been made with the Board to pay expenses
- Original receipts/invoices are provided for all items other than mileage
- Whenever possible, cost is minimised or eliminated e.g. car sharing

#### **Rates payable**

- Travel:**
- Car:** 34p/mile, regardless of engine size or fuel type (increased by annual rate of inflation)
  - Train:** Second Class return fare at best available advance rate. Discount facilities such as rail cards must be used whenever possible. The cost of rail cards can be reclaimed if cost savings can be demonstrated over several functions. First Class travel is permitted only under exceptional circumstances or if a saving can be demonstrated (e.g. fare + meal/drink is cheaper). Use of [www.virgintrains.co.uk](http://www.virgintrains.co.uk) or [www.crosscountrytrains.co.uk](http://www.crosscountrytrains.co.uk) for any provider will avoid booking charges
  - Taxi:** Only if essential to travel or attending a special function. Use public transport when appropriate and convenient. No tips to be included in cost and a receipt is obtained
  - Plane:** Only if justifiable on grounds of economy i.e. costs less than other forms of transport
  - Car Parking:** If essential and is cheaper than using other forms of transport or required at hotel/event venue
  - Toll roads or bridges:** Only if use cannot be avoided or to avoid excessive delays
  - London travel:** Use **must be** made of an Oyster (advance purchase with refundable deposit payable) or contactless debit/credit card for all tube and bus travel in the area unless a bus pass is available

- Accommodation:** Only if appropriate due to start/finish times compared to distance to/from event  
Only the room cost is claimable i.e. (no extras like papers, phone calls)  
Use budget hotels with advance booking whenever possible, up to £75/night. London £105/night  
[www.travelodge.co.uk](http://www.travelodge.co.uk) or [www.premierinn.com](http://www.premierinn.com) or [www.trivago.co.uk](http://www.trivago.co.uk) are useful websites
- Subsistence:** Beverages/snacks for travel over two hours or 100ml: £5 max pp  
Breakfast: £10 max pp (if not included in hotel rate)  
Lunch: £10 max pp plus one drink  
Dinner: £20 max pp plus one drink up to £5
- Entertainment:** Should be justified and pre-authorised by at least two Board members including one officer and limited to: £25pp max
- Miscellaneous:** Reasonable costs of stationery, postage, photocopying, paper, printer cartridges/refills telephone calls etc. can be reclaimed
- General:** Costs claimed above the stated guidelines will require justification and Board approval before payment  
No payment will be made for any individual's time unless previously agreed by the Board  
Expenses for attendance at meetings or events other than Board, MAC, SC/WP, open or allocated local groups attendance **must be** pre-authorised by at least two Board members including one officer  
Claims for expenses must be submitted on the current SGUK expenses claim form see PD 06B  
Tips are not repayable and will be deducted if shown on a receipt  
Booking and credit card fees should be avoided whenever possible or paid by claimant. Use of debit card recommended to avoid such charges  
Charitable cash donations at functions must be pre-authorised by at least two Board members including one officer and meet with our objectives  
The Treasurer will oversee and approve straightforward expenses that adhere to guidelines and will refer any claims to the Board if they do not comply  
The Treasurer's expenses must be approved by at least two Board members including one officer  
Approved expenses, when due, must be submitted at the end of the month incurred. Payments will be made by BACS within 7 days when possible