

POLICY AND PROCEDURE FOR THE REIMBURSEMENT OF TRAVEL AND SUBSISTENCE EXPENSES FOR UKCPA MEETINGS AND EVENTS

POLICY

1 REIMBURSEMENT OF TRAVEL EXPENSES

- 1.1 Payment shall be made in respect of expenses necessarily incurred by those travelling on business approved by the Association. The sum paid shall not exceed the amount disbursed by the individual.
- 1.2 All claims for reimbursement of authorised expenses must be made within three (3) months of the expenditure being incurred on the UKCPA expense claim form accompanied by receipts/tickets.
- 1.3 Reimbursement will be made by cheque.

PROCEDURE

2 TRAVEL

Travel by road

- 2.1 Claimants who use their own cars for Association business will be reimbursed at the rate of 26p per mile, regardless of the cc of the vehicle.
- 2.2 Mileage claims for private vehicles will only be paid by the Association if the vehicle used is roadworthy.

Travel by rail

- 2.3 Standard rail travel will be reimbursed by the Association. Claims for reimbursement should be made with evidence of the payment attached.

Travel by taxi

- 2.4 Taxi fares can be payable in cases of urgency or in other circumstances where an adequate public transport service is not available or is inappropriate (for example, when carrying heavy documents).
- 2.5 For journeys outside central London, where public transport services are less comprehensive, taxi fares for short distances (e.g. City Centre rail station to place visited) can be paid. Claims for reimbursement of taxi fares must be made with evidence of payment attached.

Travel by air

- 2.6 The Association encourages travel by rail for meetings. However, air travel may be arranged in exceptional circumstances and where air travel is more viable and cost effective than other travel means, with authorisation by the UKCPA. Air travel will always be in Economy class and should be arranged to ensure the purchase of the best value fare available.

3 HOTEL ACCOMMODATION

- 3.1 The Association does not typically reimburse the cost of hotel accommodation for meetings. If an overnight stay is unavoidable then authorisation must be given by the UKCPA.

4 SUBSISTENCE

- 4.1 An allowance may be paid, when committee members are absent from home for more than five hours on UKCPA business, when appropriate refreshments have not otherwise been provided. The lower amount between the receipted value and the maximum claimable value will be paid.

1	A lunch meal allowance will be paid when a member is away from their home for a period of more than 5 hours covering the normal lunch time period of 1200 hours to 1400 hours.	£5
2	An evening meal allowance will be payable when members are away from their home for a period of more than 10 hours are unable to return to the base or home before 1900 hours and as a result of the late return are required to have an evening meal.	£15