

National Back Exchange

Expenses & Travel Policy



Contact: Administration Office
National Back Exchange
Linden Barns
Greens Norton Road
Towcester
NN12 8AW

Tel: 01327 358855
Email: admin@nationalbackexchange.org
Website: www.nationalbackexchange.org

Reviewed: 1 April 2012

Policy Objective

The objective of the Expenses and Travel Policy is to provide members with guidance to enable a claim against legitimate costs incurred during the performance of activities on behalf of NBE.

The policy will also ensure that adequate controls are maintained by the Association, thereby safeguarding against unnecessary and excessive expenditure.

Contents

- Section 1 – Policy Statement
 - 1.1 Definition of expense
 - 1.2 Principle to minimise
 - 1.3 Documentation & reimbursement
 - 1.4 Episode of expense
 - 1.5 Authorisation
 - 1.6 Expenses & debit card
 - 1.7 Payment

- Section 2 – Subsistence
 - 2.1 Definitions and rate of reimbursement
 - 2.2 Business entertaining & gratuities

- Section 3 – Travel
 - 3.1 By car
 - 3.2 Car parking
 - 3.3 By taxi
 - 3.4 By air
 - 3.5 Procedure
 - 3.6 By rail
 - 3.7 Conference

- Section 4 – Accommodation
 - 4.1 When to claim
 - 4.2 Rate of reimbursement
 - 4.3 How to claim
 - 4.4 Meetings
 - 4.5 Conference

- Section 5 – Sundry expenses
 - 5.1 Use of home telephone

- Appendix 1 – Expenses claim form
- Appendix 2 – Expenses & accommodation approval form

1. Policy Statement

- 1.1 Expenses are defined as “a cost or charge for subsistence, entertainment, travel, accommodation and sundries incurred wholly, exclusively and necessarily in performing duties on behalf of NBE”.
- 1.2 A claim for expenses should always be minimised and careful consideration must be given to whether expenses are necessary to the performance of the activity before incurring the expenditure. Where possible authorisation of the expense should be obtained before the event (**Appendix 2**).
- 1.3 Expenditure will only be reimbursed on receipt of a fully completed NBE expenses claim form (**Appendix 1**) where valid VAT receipts are attached (credit / debit card slips are not acceptable). Honoraria and expenses for specific events will be approved prior to these events by agreement of the executive.
- 1.4 Separate forms must be submitted for each episode of expense.
- 1.5 Expenses claim forms must be authorised by the appropriate Executive Officer (see Standing Financial Instructions) who is responsible for both adherence to this policy and also for checking the accuracy of the claim.
- 1.6 The directions contained in this document relate to all expenses including those incurred by the use of any NBE debit card.
- 1.7 Expenses will be paid by electronic transfer to the recipient’s bank account.

2. Subsistence

- 2.1 Subsistence is defined as “the necessary costs of an evening meal whilst staying overnight on NBE business”. It will be paid at the rate of £ 15.00 per person on provision of valid receipts when travelling after 8.00pm and it is unreasonable to eat at home.
- 2.2 Business entertaining is acceptable to the value of £ 15 per person provided that the total amount is authorised in advance as per the SFIs (**Appendix 2**). Full details of the person(s) attending, and the businesses they represent must be provided on the expenses claim form.
- 2.3 A gratuity will not be reimbursed by NBE and care must be taken to ensure that a cover charge is not applied.

3. Travel

- 3.1 By Car – Members are encouraged to use their own vehicles for NBE business travel unless it is cheaper to travel by other means of transport and personal car use cannot be justified. Business mileage, including a passenger rate, will be reimbursed at the level stipulated on the expenses claim form (**Appendix 1**).
- 3.2 Car Parking – Members should park in the most cost effective area with reimbursement given to a maximum of £ 2 per hour or up to £ 16 per day. All claims must be supported by presentation of a parking ticket with an authorised expenses claim form.
- 3.3 By Taxi – Taxi fares to a maximum of £ 20 per journey will be paid and sharing should be considered where possible. All claims must be supported by a valid



- receipt accompanying an authorised expenses claim form. The Administration Staff should apply for authority prior to taking taxis (**Appendix 2**).
- 3.4 By Air – Economy / Budget Class should be used for all flights of up to 12 hours or more duration. Members should endeavour to plan far enough ahead to ensure maximum savings can be made from advanced bookings. The lowest cost routing fare should always be requested. It is not permitted to cash in one class of ticket in exchange for more seats at a cheaper rate in order to travel with another person. Members should note that it is cheaper to change flights using an existing ticket than to purchase a new ticket and claim a refund. Preference in airlines should not be requested for personal rewards
- 3.5 Procedure – Complete an Expenses and Accommodation Approval Form (**Appendix 2**) and obtain authorisation from the appropriate Executive Officer (see SFIs). Please note overseas airfares of more than £ 200 return or £ 70 one way must be authorised by the Treasurer. Where a visa is required, these should be obtained following approval, but prior to booking of travel. Confirmation of visa approval (if applicable) and associated costs must be given to the Administration Office. Once authorised, low cost airlines can be booked directly by the member via the internet. Changes to travel arrangements including cancellation must be given to the Administration Office as soon as possible as delays in notification may result in unnecessary costs being incurred by NBE.
- 3.6 By Rail – All rail journeys should be booked directly by the member and reimbursed through expenses in the normal manner. The cheapest class of ticket, and routing fare, should be used for all journeys and members should endeavour to plan far enough ahead (at least 14 days) to ensure maximum savings can be made from advanced bookings. Please note that a cost greater than £ 150 return or £ 70 one way must be authorised by the Treasurer. Once authorised, low cost travel can be booked directly via the internet. Changes to travel arrangements including cancellation must be given to the Administration Office as soon as possible as delays in notification may result in unnecessary costs being incurred by NBE.
- 3.7 Conference – All Executive Officers are required to be present at Conference to
- (i) deliver officers reports,
 - (ii) make themselves available to members, and
 - (iii) support the Conference Coordinator.
- This being a requirement of the job description (see members website) they will be reimbursed against travelling expenses at the level stipulated in the Expenses Claim Form (**Appendix 1**).

4. Accommodation

- 4.1 Accommodation may be booked at NBE expense where travel to a meeting requires the member to leave his / her home before 630am or to return after 10pm. When arranging internal events i.e. training and / or meetings, start times should be set to keep expenses to a minimum.
- 4.2 The Travel Inn Group or similar should be considered in the first instance. NBE will meet the cost of a room up to a maximum of £ 75 including breakfast and evening meal up to an additional £ 20. Drinks, newspaper, telephone calls will not be reimbursed. Completion of an Expenses and Accommodation

Approval Form (**Appendix 2**) including appropriate authorisation from the appropriate Executive Officer (see SFIs) will be necessary in the case of overseas accommodation.

4.3 In the case of larger meetings these should be arranged by the Administration Office and an invoice for accommodation and subsistence requested. Drinks, newspaper, telephone calls will not be reimbursed. All bills must be checked thoroughly on departure before signing or paying.

4.4 Conference – All Executive Officers are required to be present at Conference to

(i) deliver officers reports,

(ii) make themselves available to members, and

(iii) support the Conference Coordinator.

This being a requirement of the job description (see members website) they will be reimbursed against accommodation at the rate stipulated above.

5. Sundry Expenses

5.1 Use made of home telephone will be reimbursed upon receipt of an original invoice with the business calls clearly identified attached to an authorised expense form. Line rental costs will not reimbursed.



NATIONAL BACK EXCHANGE

EXPENSES CLAIM

A SEPARATE EXPENSES CLAIM FORM MUST BE COMPLETED IN FULL FOR EACH SEPARATE BUSINESS ACTIVITY WITH ALL RECEIPTS TO BE ATTACHED.

Claimed by [your name]:		Address:	
Reason for Expense: eg name of meeting, etc			
Date of Expense: [Travel/Accommodation/ Meeting, etc]		Daytime tel:	
Date Claim is made :		Email:	
DETAILS OF EXPENSES - please attach receipts			
	Item/Details	Amount	
Rail fares:		£	
Air fares:		£	
Accommodation:		£	
Refreshments:		£	
Taxis:		£	
Postage:		£	
Stationery:		£	
Telephone / fax:		£	
Other (specify):		£	
		£	
TOTAL:	£	add to GRAND TOTAL	
MILEAGE CLAIM			
From:		To:	
Total miles:		Claimed at 40p per mile £	
Passenger miles:		Claimed at 2p per mile £	
Names of passengers:			
TOTAL MILEAGE AMOUNT	£	add this amount to GRAND TOTAL	
GRAND TOTAL of AMOUNT CLAIMED		£	
SIGNATURE OF CLAIMANT			
SIGNATURE OF EXECUTIVE MEMBER			
Expenses are paid by bank transfer			
PLEASE SUPPLY BANK DETAILS : Name of Bank :			
Sort Code :		Account Number :	
OFFICE USE ONLY		Bank transfer	
Total reimbursed	£	Cheque No:	
Signed by:		Dated:	

Please return to: Administration Office, National Back Exchange, Linden Barns,
Greens Norton Road, Towcester, Northamptonshire NN12 8AW

Appendix 2 - NBE EXPENSES and ACCOMMODATION APPROVAL FORM

Full Name of Claimant :	Address
Reason for Expense [Name of Meeting, etc] :	Post code
Date of Proposed Expense :	Daytime tel :
Email address :	
Signature of Claimant	Date of signature

All claims must be in line with NBE Standing Financial Instructions (see Members website).

ANTICIPATED EXPENDITURE – please provide supporting evidence if available	
Air Fare	£
Accommodation	£
Subsistence	£
Taxi	£
Mileage @ 40p per mile	£
Other – please specify	£
TOTAL	£

OFFICE USE ONLY		
Date Received in Office		
Authorisation approved	YES	NO
Authorisation Approved by Treasurer or by Chair in Treasurer's absence		
Date approved		
Date claimant notified of Approval / Non-Approval		
Reason for Approval/Non-Approval		

Please email Approval Form to the NBE Administration Office before incurring any expenses. You will be notified by email when approval has been given. Email: admin@nationalbackexchange.org

