

BUSINESS TRAVEL AND EXPENSES POLICY

Basic Principles

The Faculty is very fortunate in that many members, as well as colleagues outside the organisation, work on the Faculty's behalf, often on a voluntary basis. For such work the Faculty will meet actual expenses incurred on the basis of **need** and **reasonableness**. Expense claims should be submitted within three weeks of the event, and accompanied by supporting receipts or other appropriate documentation. Reimbursement of expenses will only be made for fully substantiated claims and will usually be within 2-3 weeks of receipt of the completed claim form. Please note that claims which are not in accordance with these rules may not be paid.

Travel

Financial resources are limited and expenses must be contained so that our charitable aims can be most efficiently achieved. Travel should therefore always be made by the most economical means and route consistent with practicality and be related solely to Faculty business. If travel is multipurpose, only the appropriate portion should be claimed. Travel outside the United Kingdom must be authorised in advance by the Treasurer via the Head of Finance and Membership.

For certain events e.g. examiner training days, bookings can be made through the Faculty. Delegates are actively encouraged to use this facility for these events as experience has shown that the Faculty can save a considerable amount of money by doing this. Where it is applicable, this offer will be made in the initial booking correspondence for the event.

The following guidelines apply to different modes of transport.

Air: For journeys by air, standard/economy class should be used. Early bookings should be made whenever possible to take advantage of discounted fares. The most cost effective carrier should be booked.

Rail and Ferry: Standard class with a fixed return date and time (i.e. non open return) is to be booked for all rail journeys, advantage should be taken of early booking discounts and off peak travel tickets where practicable. If economy advance tickets are purchased and the Faculty subsequently changes the meeting date, the Faculty will refund the cost of the economy advance ticket. The cost of any seat reservations and evening meal necessarily taken on the train will be reimbursed when receipts are provided.

First Class: First class travel will not be reimbursed. When first class travel is purchased, only the cost of a standard class ticket with a fixed return date and time will be reimbursed.

Road: Mileage (45p/mile) may only be claimed for travel in connection with Faculty business. The most practical route must be used for all journeys. Deviations from the route to pick up or drop off authorised passengers may be claimed. In addition to the appropriate rate of mileage, garaging, parking fees and tolls will be reimbursed. Receipts should be obtained wherever possible. Driving and parking fines and penalties will not be reimbursed. Drivers must ensure that their personal car insurance covers business use. and the Faculty may request to see evidence of this from the insurance company.

Taxis: Taxis should be used only exceptionally, where due to the time of travel, nature of journey, personal safety considerations or the carriage of heavy luggage, public transport does not provide a reasonable option. To avoid surcharges and waiting time, taxis should not normally be pre-booked. Receipts should be obtained in all instances.

Overnight Accommodation

Overnight subsistence should only be claimed when it is impractical for the claimant to travel home (as a guide when travelling time exceeds 2 hours each way); special arrangements will be made for those examining on sequential dates at the same venue. Subsistence claims must relate to the claimant only; partners' subsistence costs cannot be reimbursed. In order that the Faculty can optimise its VAT return, claimants for overnight stays should ask either for the hotel invoice to be sent to the Faculty, or if paying themselves, for the invoice to be made out to them, but at the Faculty address.

The actual, reasonable receipted costs of hotel accommodation, breakfast and evening meal (table d'hôte, hotel restaurant or equivalent) may be claimed. Personal expenditure such as bar bills, videos and newspapers will not be reimbursed. Based on current hotel rates, total costs (including VAT) should not exceed a limit of £120 per night (£160 in London) and in the majority of cases should be less. It is the responsibility of the claimant to justify to the Faculty Treasurer the reason for expenditure higher than this limit. Justifiable Faculty expenses may be claimed e.g. business telephone calls and faxing. These costs will not count towards the overall cost limit.

The Faculty has an agreed rate with the Grange Holborn hotel group for stays in London, please contact John Rafferty (john.rafferty@fom.ac.uk) to make a booking.

President's expenses

It is recognised that there is sometimes a need for the President to incur expenses in their duty to meet the objectives of the Faculty's charitable aims. There is a provision for this in the Faculty budget and the level will be determined by the Executive Committee.

The President will indicate an outline of any planned trips and other expenditure for the forthcoming year so that the Faculty budget can be set and managed efficiently. Any necessary in-year expenditure in excess of the agreed level will be considered by the Treasurer in the first instance and the Executive Committee, if necessary, for approval.

Entertainment

The Faculty trustees are legally responsible for ensuring that the Faculty's charitable funds are properly used. They are publicly accountable and have legal duties and responsibilities under charity law to safeguard the Faculty, its funds and property. Faculty expenditure is required at all times to be used only for and in support of the Faculty's declared charitable aims.

Entertainment of colleagues, guests or business contacts at Faculty expense is not normally allowable. Any requests to provide hospitality in this way must be approved in advance and in writing by the Executive Committee. A majority decision is required, which may be sought out of committee and by e-mail if necessary for short-notice requests.

If any request for entertainment is approved by the Executive Committee, members of the committee must satisfy themselves that the entertainment must be of demonstrable benefit to the Faculty and its charitable aims.

Audit and Review

All travel and subsistence claims are subject to scrutiny by the Faculty's auditors. This policy is subject to annual review by the Executive Committee.

Mark Groom (Treasurer)

Approved by the Board: 13 October 2015