

**NATIONAL BACK EXCHANGE  
EXPENSES AND TRAVEL POLICY**

**Effective Date: 04/12/09**

## **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.

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## 1. Policy Statement

- 1.1. Expenses are defined as “subsistence, entertainment, travel, accommodation, and sundries incurred wholly, exclusively and necessarily in performing the duties of NBE”.
- 1.2. A claim for expenses should always be minimised and careful consideration should be given to whether expenses are necessary to the performance of the activity before incurring the expenditure.
- 1.3. Expenditure will only be reimbursed on receipt of a fully complete NBE expenses claim form (see Appendix 1) where valid VAT receipts are attached (credit / debit card slips are not acceptable). Separate forms should also be submitted for each episode of expenses.
- 1.4. Expenses claim forms must be authorised by the appropriate Executive Officer (see Standing Financial Instructions (SFIs)) who is responsible for both adherence to the Travel and Expenses Policy and also for the accuracy of the claim.
- 1.5. The policies outlined in this document relate both to the reimbursement of expenses and to costs incurred on the NBE debit card.

## 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 £15.00 per person provided that the total amount is authorised in advance as per the SFIs. Full details of the person(s) attending, and the businesses they represent must be provided on the expenses claim form.
- 2.3. A gratuity is acceptable provided that the amount does not exceed 10% of the original bill to a maximum of £15.00 whichever is the lower.

## 3. Travel

- 3.1. By Car – Members will be required 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 (see Appendix 1).
- 3.2. Car Parking – Members should park in the most cost effective area with reimbursement given to a maximum of £1.50 per hour or £10 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 £5 per journey will be paid. Sharing should be considered where possible. All claims must be

supported by presentation of a receipt with an authorised expenses claim form.

- 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 and it is the responsibility of the member to ensure that they have complied with advice on any special health / inoculation requirements.
- 3.5. Procedure – Complete an Expenses and Accommodation Approval Form (see 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. Members should organise their own foreign currency.
- 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.

#### **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 6:30am or to return after 10pm. When arranging internal events i.e.

training and / or meetings, start times should be set with this policy having been considered.

- 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 £20.00. Sundries i.e. drinks, newspaper, telephone calls will not be reimbursed. In most instances the member settles costs directly and claims reimbursement.
- 4.3. Completion of an Expenses and Accommodation Approval Form including appropriate authorisation from the appropriate Executive Officer (see SFIs) will be necessary in the case of overseas accommodation.
- 4.4. In the case of larger meetings these should be arranged by the Administration Office and an invoice for accommodation and subsistence requested. Sundries i.e. drinks, newspaper, telephone calls will not be reimbursed. All bills must be checked thoroughly on departure before signing or paying.
- 4.5. 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. It is however anticipated that where appropriate Executive Officers will double up on accommodation to minimise costs incurred.

## **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 be reimbursed.

**APPENDIX 1 – NBE EXPENSES CLAIM FORM**

**A SEPARATE FORM MUST BE COMPLETED FOR SEPARATE BUSINESS ACTIVITIES WITH ALL RECEIPTS ATTACHED. CLAIMS WILL NOT BE PAID ON INCOMPLETE FORMS.**

|  |                |
|--|----------------|
| Full Name of Claimant:   | Address:       |
| Reason for Expense:<br>[Name of Meeting,<br>Reason for Postage, etc] | Post code:     |
| Date of Expense:   | Date of Claim: |

| <b>DETAILS OF EXPENSES – Please attach receipts</b> |                                    |               |
|---|------------------------------------|---------------|
|   | <b>Item/Details</b>                | <b>Amount</b> |
| Rail fare:  |                                    | £             |
| Air fare:   |                                    | £             |
| Accommodation:                                      |                                    | £             |
| Refreshment:  |                                    | £             |
| Taxi:   |                                    | £             |
| Postage:  |                                    | £             |
| Stationery:   |                                    | £             |
| Telephone / Fax:                                    |                                    | £             |
| Other (please specify):                             |                                    | £             |
| <b>TOTAL</b>  | <b>add to TOTAL AMOUNT CLAIMED</b> | <b>£</b>      |

**MILEAGE CLAIM**

|                        |                                    |                          |   |
|------------------------|------------------------------------|--------------------------|---|
| From:                  |                                    | To:                      |   |
| Total miles:           |                                    | Claimed at 35p per mile: | £ |
| Passenger miles:       |                                    | Claimed at 2p per mile:  | £ |
| Names of passenger(s): |                                    |                          |   |
| <b>TOTAL</b>           | <b>add to TOTAL AMOUNT CLAIMED</b> | <b>£</b>                 |   |

|   |          |
|---|----------|
| <b>TOTAL AMOUNT CLAIMED</b>                       | <b>£</b> |
| <b>SIGNATURE OF CLAIMANT</b>                      |          |
| <b>SIGNATURE OF AUTHORISING EXECUTIVE OFFICER</b> |          |

| <b>OFFICE USE ONLY</b> |   |            |  |
|------------------------|---|------------|--|
| 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 & ACCOMODATION APPROVAL FORM**

|   |                                   |
|---|-----------------------------------|
| Full Name of Claimant:                        | Address:<br><br>Post code:        |
| Reason for Expense:<br>[Name of Meeting, etc] |                                   |
| Date of Request for Approval:                 | Daytime Contact Telephone Number: |
| Date of Travel/Accommodation:                 | Email address :                   |
| Signature of Claimant:                        |                                   |

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

| <b>ANTICIPATED EXPENDITURE – please provide supporting evidence if available</b> |          |
|--|----------|
| Air Fare   | £        |
| Accommodation  | £        |
| Subsistence  | £        |
| Taxi   | £        |
| Mileage @ 35p per mile   | £        |
| Other – please specify   | £        |
| <b>TOTAL</b>   | <b>£</b> |

| <b>OFFICE USE ONLY</b>  |          |
|---|----------|
| Date Received into Office:  |          |
| Authorisation Approved?   | YES   NO |
| Authorisation Approved by:  |          |
| Position:   |          |
| Signature:  |          |
| Date:   |          |
| (If required, see SFIs)<br>2 <sup>nd</sup> Authorisation Approved by: |          |
| Position:   |          |
| Signature:  |          |
| Date  |          |
| Date Claimant Notified of Approval/Non-Approval:                      |          |
| Reason for Approval/Non-Approval                                      |          |

Please email or post this Approval Form to the NBE Administration Office before incurring any expenses. You will be notified by email / post when approval has been given.

Email: [nationalbackexch@btconnect.com](mailto:nationalbackexch@btconnect.com)

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