

Society for Research in Rehabilitation Expenses Policy

Prepared by Dr Lisa Shaw, SRR Treasurer

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1. Purpose and scope

This document describes the SRR policy on expenses. It provides guidance on what can be claimed as an expense and how claims should be made.

2. General principles

In general, out of pocket expenses which are incurred in the performance of duties for the society, may be reimbursed. However, as a small organisation and registered charity, the SRR tries to keep running costs to a minimum and appreciates expenses being covered by alternative means where possible.

3. Exclusions

Costs incurred by SRR council members to attend the society's one day conferences are not considered to be expenses. Council members are expected to fund their own travel, accommodation (if required) meals/refreshments (a midday meal and morning/afternoon refreshments will be provided at the conference) and conference registration fee.

Exceptions to this general exclusion are:

- i. Where council is sitting the afternoon before a next day conference, overnight accommodation plus an evening meal and breakfast will be funded by SRR.
- ii. Where a junior council member has limited funds, SRR may be able to pay travel and accommodation to attend the council meeting. This will need to be agreed in advance by two council members, usually the treasurer and president.

4. Travel

Council members or other individuals travelling to conduct business for SRR, may be reimbursed. This includes travel for individuals invited to act as keynote/symposia or other guest speakers at SRR conferences. However, travel costs incurred by individuals invited to prepare poster or free paper presentations at conferences, are not considered expenses.

If it is unclear whether an episode of intended travel may be considered to be a SRR expense, a decision will be agreed in advance of the travel by two council members, usually the treasurer and president. For example, where a council member has limited funds and is representing SRR at an event, it may be agreed that travel will be reimbursed.

Travel should be by the most cost efficient means although taking into consideration timing and duration of the journey. For example, a taxi journey of 10 minutes is likely to be preferable, albeit more expensive, than use of public transport where the same journey would take 60 minutes.

Where possible, public transport should be booked as far as possible in advance, to minimise costs.

Train journeys should be standard class. First class will not usually be reimbursed. Receipts must be retained to submit with the claim.

Air travel should be economy class. First or business class will not usually be reimbursed. Receipts must be retained to submit with the claim.

Mileage incurred using own vehicles may be reimbursed as follows:

Cars: 45 pence per mile for the first 200 miles of a return journey and 25 pence per mile thereafter.

Motorcycles: 24 pence per mile.

Bicycles: 20 pence per mile.

Details of the journey including start and end points should be provided with the claim.

Parking charges may also be reimbursed.

5. Accommodation

Council members or other individuals required to be away from home overnight to conduct business for SRR, may have overnight accommodation reimbursed. This includes overnight accommodation for council members where council is sitting the afternoon prior to a conference. It also includes required overnight accommodation for individuals invited to act as keynote/symposia or other guest speakers at SRR conferences (3 nights would ordinarily be considered maximum). Accommodation costs incurred by individuals invited to prepare poster or free paper presentations at conferences, are not considered expenses.

If it is unclear whether an overnight away from home may be considered to be a SRR expense, a decision will be agreed in advance of the proposed overnight stay by two council members, usually the treasurer and president.

Hotels should be selected on a best value basis, choosing the most economically based room available. Where possible, booking should be as far as possible in advance to minimise costs.

Accommodation for council members and guest speakers for the evening before a conference will usually be sourced by the SRR secretariat and directly paid for by the SRR treasurer.

For other accommodation, receipts should be retained to submit with a claim.

6. Subsistence

Council members or other individuals away from home or normal place of work on SRR business, may have meals and refreshments reimbursed. This includes an evening meal and breakfast for council members where council is sitting the afternoon prior to a next day conference. It also includes required meals and refreshments for individuals invited to act as keynote/symposia or other guest speakers at SRR conferences. However, meal and refreshment costs incurred by individuals invited to prepare poster or free paper presentations at conferences, are not considered expenses.

If it is unclear whether meals/refreshments may be considered to be a SRR expense, a decision will be agreed by two council members, usually the treasurer and president. Ideally, this decision will be agreed in advance of the meals/refreshment but the nature of this expense may mean a decision is required in retrospect.

Costs should not normally exceed £15 for lunch or £25 for dinner. Alcohol will not be refunded. Snacks up to a maximum cost of £10 in 24 hours may also be reimbursed.

The meal for council members and guest speakers the evening before a conference will usually be arranged by the SRR secretariat and directly paid for by the SRR treasurer. Similarly, breakfast will usually be included in the hotel arrangements made by the SRR secretariat.

For other meals and refreshments, receipts should be retained to submit with a claim.

7. Sundry items

Where council members or other individuals purchase items required to conduct SRR business, costs may be reimbursed. Examples include stamps for SRR postage, professional printing of documents, materials required for SRR conferences.

If it is unclear whether an item may be considered to be a SRR expense, a decision will be agreed in advance of purchase by two council members, usually the treasurer and president.

Receipts should be retained to submit with a claim.

8. Expense claims and payment

All expense claims should be made by completing the SRR expense claim form and providing receipts (originals or copies acceptable). Claims should be submitted to either the SRR secretariat or direct to the SRR treasurer. The treasurer will approve amounts and arrange payment which will usually be by BACS into the bank account listed on the claim form.

An exception to the use of the expense claim form is granted to the arrangements in place for the SRR secretariat at the time of issue of v1 of this expenses policy. At this time, Ms P Dziunka provides an administration service to the society and invoices for her time on a monthly basis. Expenses are commonly incurred (e.g. travel, stationary costs) and claims will be submitted with the monthly invoice rather than on a separate expenses claim form. Ms P Dziunka is not expected to be out of pocket carrying out duties for SRR.

9. Policy review

This policy will be reviewed within each SRR Treasurers time in office (ie every 4 years) unless a reason to amend the contents arises before this. If this occurs, the policy will be revised accordingly.