

Expenses

The policy sets out the rules for anyone claiming travel, accommodation, subsistence and other expenses incurred in connection with the work of The Wollstonecraft Society (WS)

WS assumes no obligation to reimburse expense claims that are not compliant with this policy.

WS will reimburse claimants for expenses which they wholly, necessarily and exclusively incurred in the course of agreed WS work. The nature of this work should have been agreed with a Trustee (the authoriser) in advance of expenses arising. If the work is carried out by a Trustee then this should be agreed with another Trustee.

Only actual costs will be reimbursed and we will require receipts to be submitted.

Claimants and the authoriser must ensure that economy, efficiency and effectiveness are achieved in respect of all expenses incurred without compromising personal safety.

Claimants should submit expense claims within three months of the expense being incurred.

Claimants must use the cheapest form of public transport e.g. standard class rail travel. If there are exceptional circumstances where a taxi, or air travel are required these MUST be agreed with the authoriser.

Claimants should only use a private car where they can show that this is cheaper than the use of public transport and more efficient. For example, where there are a number of passengers, very heavy or bulky equipment is carried, there are multiple destinations, public transport is impractical or travel is taking place after 9pm.

If private vehicles are used a rate of 35p per mile for private cars can be claimed if the purpose has been agreed in advance. Such cars must be fully insured and have an MOT. The rates for motorcycles and cycles are 24p per mile and 20p per mile respectively.

If booking accommodation is required by WS the choice must provide value for money. The claimant cannot claim expenses for arranging private accommodation with friends or relatives as this would be a taxable benefit under HMRC rules.

When staying away from home on WS work a meal allowance is payable. The maximum allowances for meals are £5 for breakfast and lunch and £8 for dinner. Alcohol cannot be claimed as part of a meal claim or at any other time.

No expenses can be paid by WS for entertaining on behalf of WS unless the costs and the purpose have been agreed by the Chair in advance.

WS will not pay for memberships, subscriptions, gifts, seasonal events and cards unless these have been previously been agreed as necessary for the work of WS.