

## Expenses Guidance

### Things you can and cannot claim in expenses

#### a) Standard terms from expense form.

##### **Notes for Volunteers & Staff**

BCS has a tradition of involving its members in a wide range of activities and its members participate voluntarily, and enthusiastically. Approved activities require an expenditure of both time and money by these volunteers and, whilst the former is given freely, BCS does not expect its volunteers to bear the cost of the latter.

As a matter of principle, BCS requires that any item of expenditure for which a volunteer or member of staff seeks reimbursement must be allocated to the appropriate cost centre for which a budget will have been approved. Where an expense has not been anticipated within a budget, prior approval for the expenditure must be sought from the appropriate budget holder.

Volunteers and staff are asked to submit claims as soon as possible after incurring the expenditure or accumulated until the end of the month.

Arrears of expenses from previous financial years will not be paid except in exceptional circumstances and only then with the approval of the Finance Director.

Expenses incurred by volunteers or staff will be reimbursed providing that:

- (a) They were budgeted for and prior approval obtained
- (b) They were incurred whilst undertaking activities of BCS
- (c) They are reasonable
- (d) Relevant receipts/tickets are attached to the claim form

##### **TRAVEL**

Volunteers and staff are expected to use the most economical means of public transport, using standard economy or special fares. If volunteers and staff have to travel by motorcar BCS will reimburse the vehicle cost at 45 pence per mile. If applicable, individuals are responsible for ensuring their motorcar has the appropriate level of car insurance cover, ie. Business use. If volunteers and staff use their pedal bicycle, then we will reimburse 20p per mile.

Volunteers and staff are expected to pass on the benefit of special ticket offers or shared motor cars to BCS. Overseas travel will be reimbursed only if approved in advance.

##### **REFRESHMENT**

Volunteers and staff may submit claims for refreshment for themselves when they are travelling in connection with business for BCS before and beyond normal meal times.

The cost of the refreshment is expected to be modest and BCS would not normally expect individuals to submit claims for alcoholic drinks.

## **ACCOMMODATION**

Volunteers and staff should, whenever possible avoid the cost of an overnight accommodation but, if an overnight stay is unavoidable, they should seek a modestly priced "3 Star" hotel.

## **OTHER**

Expenses falling outside these areas will be reimbursed only if they have received the prior approval of the Finance Director or Chief Executive.

The Account Code section is to be completed by the relevant BCS Business Unit.

RECEIPTS ARE REQUIRED TO BE ATTACHED FOR ALL EXPENDITURE CLAIMED EXCEPT CAR MILEAGE RATES.

## **b) Notes from Volunteers portal**

This note is to provide additional guidance to Member Group Committee Members who incur out of pocket expenses in the course of organising or supervising events on behalf of their Member Group. It is intended to supplement the normal expenses guidance (Notes for Volunteers and Staff – copied above for reference) not replace it.

### **Travel**

Committee members may claim travelling expenses to attend their Member Group committee meetings. Note that BCS regulations permit remote attendance at committee meetings by telephone or internet link such as Skype.

Committee members fulfilling an official role at a Member Group public meeting (chairing the meeting, providing administration) may claim travelling expenses to attend the meeting. It is likely that this will apply to a maximum of two or three committee members for any one meeting.

### **Refreshment**

If the guest speaker at a Member Group event has travelled some distance to attend, it is reasonable, in addition to reimbursing his travelling expenses, for the chair of the meeting to claim the cost of a modest meal for the speaker and himself.

### **Paper and Printer accessories.**

In this modern day of sending documents via E Mail There is no reason

why claims for printer cartridges are required. If any printing is needed then the Member Groups team in Swindon will help. Please do NOT use the London office.

### **Broadband & Phone Usage.**

These should be claimed only in Special Cases.

### **Travel**

There are a number of deals available that help both the institute and the members. If you qualify for a senior rail card it is allowable to charge that to the institute if you can show a saving to the institute over several visits within the year. When travelling within London an Oyster or contactless card is preferred as you can now get a document showing your recent travel and cost.

### **Congestion charge**

This is not normally claimable unless there is a special reason to have to bring a vehicle into the zone. **No fines are paid.**

### **Food at meetings**

Many groups claim for a buffet for their regular meetings which is acceptable if the meeting is early evening and members and visitors are coming straight from work. However some groups have rather more lavish spends than others to such an extent that a large proportion of the groups funds go on food. A light snack the equivalent of a pack of sandwiches and tea and coffee should suffice.

Some groups similarly provide food for committee meetings for similar reasons to the monthly meetings. This should be kept to a minimum with a large number of the meetings being done online to minimize both cost and the inconvenience of travel.

Ian Sunley  
Chair Membership Board Finance Committee.  
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