



BCS, The Chartered Institute for IT
Volunteers Reimbursement of Expenses Policy
July 2021

1 Purpose and Scope

1.1 The purpose of this document is to provide the policy and procedure for the reimbursement of expenses that are necessarily incurred by any individual engaged on business approved by BCS.

1.2 The scope of this procedure covers the reimbursement of all business expenses incurred by volunteers, including travel and subsistence expenses.

1.3 'Volunteers' includes board and committee attendees and other specialist member support e.g. examiners, assessors and auditors.

2 Overview

2.1 BCS involves many individuals in a wide range of activities and they 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.

2.2 No-one must seek reimbursement for any expenditure that has not actually been incurred. BCS is a charitable organisation and volunteers must have this in mind when incurring expenses.

In the interests of value for money and to support the appropriate use of charitable funds, claimants are expected to be prudent in their spending. Authorisers are required to be diligent in their review and approval of expenses to avoid BCS incurring any unnecessary expense.

When incurring expenses, we expect volunteers to adopt the attitude of what is the minimum appropriate spend rather than the maximum allowed.

2.3 Expenses falling outside of the specified areas will only be reimbursed if they have the prior approval of:

BCS – Group Chief Executive or Group Finance Director
L&D – Managing Director or Director of Finance.

3 Procedure

3.1 Approval and Authorisation

Volunteers must obtain prior approval before incurring expenditure on behalf of BCS from the appropriate budget holder.

Expense claims should be submitted to the budget holder immediately after incurring the expenditure or accumulated until the end of the month. They should not be allowed to accumulate over several months.

Arrears of expenses from previous financial years will not be paid except in exceptional circumstances, and only then with the approval of the Group Finance Director (Institute) or Director of Finance (L&D).

Expenses will be reimbursed providing that:

- (i) they were budgeted for and prior approval obtained;
- (ii) they were incurred whilst undertaking activities of BCS;
- (iii) they are reasonable;
- (iv) relevant itemised receipts/tickets are attached to the claim form.

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

3.2 Payment of Expenses

All claimants are requested to complete and sign the expenses form themselves. **Itemised receipts are required to be attached to the expense form for all expenditure claimed except car mileage rates. In exceptional circumstances where receipts are not available evidence of expenditure must be provided.**

Expense forms should be submitted to the appropriate budget holder within BCS for authorisation, in accordance with financial procedure FIN01: Purchase Order, Invoice and Expenses Authorisation Procedure.

BACS payments for expenses are usually processed every Monday. Hence timely submission of expenses will result in prompt payment.

4 Guidance on Eligible Expenditure

4.1 Travel

All volunteers are expected to use the most economical means of public transport, using standard economy or special fares.

If volunteers must travel by car, motorbike or bicycle, BCS will reimburse the vehicle cost at the current mileage rate.

Rate per business mile
Car: 45p per mile
Motorbike: 24p per mile
Bicycle: 20p per mile

Benefits derived as a result of special ticket offers or shared motor cars should be passed on to BCS.

Any use of an individuals' own car on BCS business requires that the necessary insurance and tax cover is in place, as arranged by the individual.

All overseas travel on BCS business requires the prior written approval of the Group Chief Executive (Institute) or Managing Director (L&D). This includes the cost of travel when inviting event speakers from overseas.

For all flights BCS will only reimburse the price of economy class tickets.

Flights must be reasonably priced and agreed in advance and include all airport taxes and luggage charges.

Travel expenses including mileage from the home of the volunteer to the airport and airport parking will be reimbursed whilst on BCS business only.

When visiting the UK, it is expected that volunteers will travel from the airport to the meeting venue and back by means of public transport.

Travel insurance will not normally be reimbursed.

You are required to pay for any travel costs incurred by your partner or spouse if he/she accompanies you on BCS business. Your partner or spouse must have adequate travel insurance for that journey.

4.2 Refreshments and Meals

Claims for lunch and evening meals may be submitted when working on behalf of BCS and breakfast may also be claimed when staying overnight on BCS business. The cost of the meal is expected to be modest, up to £10 for breakfast/lunch and up to £20 for evening meals. Alcoholic drinks and extra discretionary gratuities are not to be included.

All claims must be directly related to BCS business.

4.3 Accommodation

Volunteers should, whenever possible avoid the cost of an overnight stay but, if an overnight stay is unavoidable, they should seek to book an appropriate modestly priced hotel, B&B or AirBnB.

Our expectation is to keep costs to a minimum but without compromising personal safety, and provide a guide as follows:

Cost per night up to (incl. VAT)

Room only	£100.00
Bed and Breakfast	£110.00

Cost per night for stays in London up to (incl. VAT)

Room only	£135.00
Bed and Breakfast	£150.00

If you are unsure, please speak to your volunteer co-ordinator who can advise using a hotel where we have agreed corporate rates.

The costs of personal incidental expenses during an extended stay, such as newspapers, private calls, laundry, non-alcoholic drinks etc. can be claimed provided that the total amount claimed on such items amounts to no more than £5 per day. Laundry expense claims for stays of less than 14 nights will not be accepted, except in exceptional circumstances. Laundry claims made should be for basic items and not for dry cleaning suits, jackets etc.

If you choose to stay with a family member as an alternative to a hotel, BCS will pay £50 per night, covering accommodation and all meals.

5 Appendix A

Travel and Expenditure Guidance Notes for Volunteers Visiting the UK

The purpose of this guidance note is to ensure that there is consistency and transparency with regard to all travel arrangements and expenses incurred when volunteers who reside abroad travel to the United Kingdom to physically attend a meeting or event.

1.1 Any booking that BCS is being asked to reimburse requires prior authority from the Groups CEO or Group FD.

1.2. Council Members with prior agreement are allowed to travel to the UK for ONE Council meeting per year, to a maximum of three during the three-year term of office. Members cannot carry over a physical attendance to a Council meeting from a previous year. Attendees can only claim for three nights' accommodation when attending a Council meeting.

1.3. All receipts must be available when submitting the expense claim form. No additional expenses will be paid unless it is accompanied with a formal receipt which includes food and beverages – no alcohol will be reimbursed.

1.4. BCS will reimburse the expenses the volunteer may incur in travelling from their home to the airport. It is expected however, that the volunteer will travel by means of public transport i.e. transport by coach or train. If the volunteer travels by car the standard rate per mile will be reimbursed, notwithstanding the country the volunteer is in. No taxi fees to/from any airport will be reimbursed unless travelling as part of a BCS Group.

1.5. Once in the UK it is expected that volunteers' travel from the airport to the meeting by means of public transport i.e. transport by coach or train. No taxi fees to/from any airport to London will be reimbursed unless travelling as part of a BCS Group.

1.6. BCS will only reimburse the cost of parking the volunteers' car at an airport carpark if agreed in advance.

1.7. If a hire car is required, this must be agreed prior to hiring and will only be reimbursed if the meeting is held outside of London and not in the vicinity of an airport or public transport. BCS will only reimburse the cost of the car hire from the airport to the meeting venue and back using a direct route. Any additional use of the car will not be covered.

5 Monitoring and Review

The Financial Controller will review this policy annually as a minimum.



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