

TRAVELLING AND ACCOMMODATION EXPENSES

Guidance for members

The Guidance below is provided to assist members of Council and committees when planning their travel and claiming expenses for attendance at meetings. Consideration must always be given to using the most cost-effective method of travel. As the Society is a charity, claimants are expected to keep expenses to a minimum.

General

Members are entitled to reimbursement of reasonable travel expenses to attend meetings of governance bodies of which they are a member, using the expense claim form. Any member with a query about an expense claim should contact their RSC contact for the relevant committee/event or any SMT manager or the CEO. Unauthorised travel expenses will not be reimbursed.

Claims

Members should where appropriate be reminded to submit expense claim forms within a month of the expense being incurred. All forms must be approved and signed by the RSC contact for the relevant committee/event. Forms must be accompanied by receipts (credit cards slips are not receipts). Paper copies of travel purchases made by internet must be provided.

Travel

Members are encouraged to travel by the most economic fare. Early bookings and web based services (especially for air travel and hotels) which offer less expensive opportunities should be used if the conditions attached to them are reasonable and facilitate participation in the RSC business. Members are asked where possible to use second class and cheap day return or other concessionary rates for rail travel, taking advantage of opportunities of advance purchase and rail cards. For example, a senior citizen advance purchase first class fare can be cheaper than an economy ticket purchased on the day of travel. Otherwise first class rail travel should only be used in exceptional circumstances to assist with health considerations or where business reasons indicate that first class would be appropriate.

Air travel within Europe, up to four hours' flight time, should be by economy class unless health considerations or business reasons indicate that premium economy class would be appropriate. Flights over four hours will be by economy class unless health considerations or business reasons indicate that premium economy or business class would be appropriate.

Prior agreement to travel by premium economy or business class travel is required as follows:

For Members by CEO or SMT Manager

For Honorary Officers and Council Members by Honorary Treasurer

There will be no first-class air travel.

Wherever possible the environmental effect of travel should be considered.

Accommodation

Members may claim the cost of accommodation and meals when away from home on authorised RSC business. Members are requested to minimise their expenses in any reasonable way, e.g. lunch would normally be expected to be a light meal. Members are asked to limit themselves to 4 star hotels in the UK and the equivalent abroad and the guidance states that accommodation and meals will only be reimbursed for the period required for RSC business.

****By signing this claim I certify that the expenses in this claim are a correct record of necessary expenses incurred in the performance of duties. The expenses are in accordance with RSC policy and all receipts are attached. Also when using your personal car for company business, you hold a valid driving licence and are legally allowed to drive in the UK, and your car:**

- Complies with DVLA guidelines
- Is regularly serviced and roadworthy
- Is insured for business use

Bank Name	_____
Bank Address	_____ _____
SWIFT/BIC Code	_____
ABA/Routing no	_____
Bank Account Number	_____
IBAN (compulsory for Europe)	_____
Name account is held in	_____
Currency of Account	_____