

APEM Expenses policy



Policy

1. This policy applies to executive and committee members of APEM in relation to expenses incurred while on APEM business. It also includes persons coopted by APEM to undertake work for APEM (eg speakers at conferences). APEM is grateful for the support it receives in this way and seeks to implement arrangements to pay expenses that are fair, reasonable and do not discourage those who give their time freely to support its activities.

2. APEM will reimburse any reasonable costs that have been incurred wholly, exclusively and necessarily on APEM business.

In the first instance it is expected that APEM committee members will seek reimbursement from their trust. It is recognised that different trusts have different study leave allowances and APEM would not wish for any committee member to be out of pocket.

Procedure

3. All claims for reimbursement of travel, accommodation and subsistence must be submitted within 3 months of the expense.

4. Claims made should clearly set out the reason the expenditure was incurred.

5. Itemised original receipts must support all claims except for practical reasons it is recognised that receipts are not always available for bus, tube fares and congestion charges. Where only a portion of a receipt is being claimed, the item(s) claimed should be highlighted.

6. Receipts should be photographed or scanned and emailed with the expense form to the APEM treasurer.

7. All authorised claims will be reimbursed within twenty one working days directly into the individual's bank account.

Travel

8. When making travel arrangements the **most economical cost** proportionate to the length of journey should be used having regard for:

- the time of day
- amount of luggage being carried
- the need to arrive refreshed and ready to undertake your duties
- the time of day for the return journey
- the certainty of the timing of the return journey.

Road Travel

9. Mileage allowance will be paid for individuals using a private car on College business at a rate specified below.

To 10,000 Miles Over 10,000 Miles
Motor Car 45p 25p
Motor Cycle 24p 24p

10. The above rates are linked to the approved amount for mileage allowance payments published by the HM Revenue and Customs.

11. APEM will not accept liability for loss or damage to belongings on APEM business. Anyone claiming mileage allowance should ensure that the car used is insured for business use prior to making the journey and submitting such expenses will be taken as confirmation by the individual that they hold business use insurance. Any additional premium paid to the insurance company is not a claimable expense.

12. Car parking costs and congestion charges incurred while on business will be reimbursed. Parking, speeding and other fines relating to motoring offences will not be reimbursed.

13. Taxis: Public transport should be used where practicable. You are required to specify the start and finish points and purpose of the journey on each individual taxi receipt.

Rail

14. Individuals should take advantage of any special saver fares where possible. First class rail travel is not reimbursed for travel on APEM business. Those wishing to use First Class travel should cover the extra cost at their own expense.

Air travel

15. Economy class travel is to be used for flights.

Overnight Accommodation

16. APEM will reimburse the cost of overnight accommodation when the stay is necessary from a business point of view..

17. A guide to prices is as follows:

London and major cities £180

Other UK £120

18. These prices exclude breakfast, lunch and dinner costs which are shown below. Individuals who find themselves unable to secure appropriate accommodation within the guide prices should note the reasons on the Claim Form to avoid any delay in settlement of their claim.

Food and Drink

19. Expenses will be reimbursed up to the following levels when business need dictates that meals must be purchased whilst the individual is away from his or her normal place of work are travelling during mealtimes.

20. When staying in a hotel on APEM business it is recognised that breakfast will be taken in the hotel at the prevailing hotel rate which may exceed the monetary limit stated here.

Breakfast £18

Lunch £20

Dinner £35 unless in London when the limit is £45

21. The cost of a meal can include soft drinks taken with the meal, but not alcoholic drinks. APEM will not reimburse bar bills and so any charges to hotel rooms for such items are at the individual's expense.

Internet Connection

22. The College will reimburse reasonable hotel internet connection costs for those staying overnight on College business.

Entertaining

23. Potential entertainment costs should be authorised in advance by the Treasurer or Chief Executive. Claims for entertaining external contacts on behalf of the College will be reimbursed, subject to the following information being provided on the claim form:

- Name(s) of person
- Organisation they represent
- Purpose of entertainment