



EXPENSE CLAIM FORM

Please write clearly and in block capitals. After completion of the form, please send (together with all receipts) to:
Dr Conor Jamieson, Honorary Treasurer, BSAC, Griffin House, 53 Regent Place, Birmingham, B1 3NJ

Name of Applicant

Cheque payable to

Address

Title of Meeting

Venue

Date of departure **Date of return**

DETAILS OF EXPENSES

	£	p
<i>please include all original receipts for travel</i>		
Travel details:		
Details of other expenses:		
For mileage rates please refer to paragraph 6b overleaf		
VAT		
TOTAL CLAIM		

I certify that this claim provides a correct record of expenses necessarily incurred by me in attending/arranging the above meeting and that I have not claimed any part of these expenses from any other body.

Signature of Claimant

Date

FOR OFFICE USE ONLY

Cheque number:

Signatory Approval 1.

2.

BSAC TRAVEL EXPENSE GUIDELINES (last amended July 2014)

1. It is the policy of BSAC to reimburse individuals all reasonable expenses incurred while on BSAC business, where prior authorization has been obtained. Payment is limited to out-of-pocket expenses actually incurred, as demonstrated through the production of original receipts and within the limits outlined below. In order to encourage the booking of tickets in advance, should it subsequently not be possible for you to attend a particular meeting, the society will reimburse you for any non-refundable element of the ticket.
2. Whenever possible, claims should be made within 14 days of travel and BSAC undertake to complete reimbursements within 15 days of receipt. The payment of expenses submitted more than 3 months after incursion will be paid at the discretion of the Honorary Treasurer.
3. All reasonable expenses incurred while travelling on BSAC business will be reimbursed. Expenses for partners will be covered when Officers (or their official designate) attend a function where partners are invited.
4. **Air Travel**
 - 4a. Full economy airfare is the maximum amount payable for travel in UK and majority of Europe. The most economical business class airfare is acceptable for flights with a direct flying time of at 4 hours or more. The society will NOT reimburse fully flexible business class fares. Original or e-tickets must accompany the expense claim form.
 - 4b. Travellers are encouraged to book advance purchase flights as early as possible in order to minimize costs. BSAC appreciates all efforts made in this regard. Where staying over Saturday night provides considerable savings on air travel for a non-weekend meeting, expenses for up to two additional days shall be reimbursed provided this option is still more economical than a full fare economy ticket.
 - 4c. The minimum requisite travel will be reimbursed (i.e. no additional flights other than direct arrival and return with necessary stopovers) unless alternative arrangements have been approved in advance.
5. **Rail Travel**
 - 5a. First class travel will only be permitted on journeys lasting more than 4 hours. In exceptional circumstances first class travel may be permitted, but by prior advance approval from the Honorary Treasurer on a journey by journey basis.
 - 5b. All rail travel for planned meetings MUST be pre-booked (a pre-booked anytime ticket is acceptable). We recommend the use of a fare finder website, such as www.thetrainline.com/farefinder to book the most cost effective ticket for your journey. There will be no reimbursement for tickets bought on the day of travel where this was avoidable. Should tickets be purchased on the day of travel rather than pre-booked where possible only the equivalent pre-booked rate will be reimbursed.
 - 5c. Original receipts/tickets/e-tickets should accompany the expense claim form.
 - 5d. You are requested to take advantage of any concessionary railcard that you may hold.
6. **Travelling by car**
 - 6a. All reasonable expenses for taxis and/or airport transfers by private car while travelling on BSAC business will be reimbursed upon receipt of supporting vouchers.
 - 6b. Personal vehicles may be used when overall economy is ensured. Travellers are reimbursed the BSAC mileage rate in effect at the time of travel. Travellers who choose to travel by private vehicle may claim the mileage rate in effect at the time of travel or standard class return rail fare plus taxis, whichever is less. If car sharing is used then the claimant may claim an additional 5p per mile per additional passenger on the same business trip. Current mileage rates: 1600cc and under £0.45 per mile; 1601cc and over £0.55 per mile.
 - 6c. Car rentals will be reimbursed only in non-routine travel situations. Prior approval must be sought from the Honorary Treasurer.
7. **Hotel Accommodation**

For BSAC meetings, where accommodation is required for 1 night, this will be booked at the BSAC preferred hotel. For stays of more than 1 night, accommodation will be arranged on an individual basis. The BSAC office can arrange accommodation or advise on hotels where it has negotiated preferential rates. For all claims the original hotel invoice should be attached to the expense claim form.
8. **Private Accommodation**

Arrangements to reside in accommodation other than in a hotel, reasonable expenses will be reimbursed provided the overall expenses do not exceed the cost of hotel accommodation as secured through BSAC group rates, if applicable.
9. **Meals**

Reasonable expenses for meals while travelling on BSAC business, including taxes and tips will be reimbursed. Receipts for all meals expenses incurred directly by the traveller must accompany the expense claim for reimbursement.
10. **Other**

Claims for other reasonable expenses must be identified and are to be accompanied by original receipts. Where a request for reimbursement of expenses contains expenses not explicitly addressed in the Travel Expense policy, a detailed explanation of the expense is requested. Based on the information provided, the Honorary Treasurer will make a decision