

## Expense Policy

It is the policy of the Institute and a requirement of our Charter that no individual requested to act on behalf of the Institute will be 'out of pocket' as a result of incurring reasonable expenses when carrying out activities on behalf of the Chartered Institute of Ergonomics & Human Factors (CIEHF).

The Institute expects staff and representatives to be mindful of the charitable objects of the Institute and to incur expense to the extent necessary and in the most cost-effective manner. CIEHF recognises that volunteers freely give of their time to support Institute activities.

The purpose of this policy is to facilitate the prompt payment of legitimate claims for reimbursement of expenditure whilst enabling CIEHF to be able to demonstrate an effective control over expenditure.

Within this Policy, limits are given for amounts that can be claimed without pre-authorization. It is recognised that there may from time to time be legitimate reasons why these limits might be breached.

### Who this policy applies to

This policy applies to **staff** and to **representatives, contractors, invitees to events** and to **volunteer members** serving on **Executive, Council, recognised Committees, Panels and Boards**.

### Cost awareness and control

CIEHF reasonably expects meeting organisers to assess the most cost-effective and productive location and timing for meetings. This includes the option of hosting a conference call rather than a face-to-face meeting, and/or by holding the meeting at a time and at a location to minimise expense overall, including avoiding the need for overnight accommodation and travel on public transport at peak times at peak fares.

CIEHF expects attendees to book travel and accommodation ahead of the date of the meeting where reasonably practicable in order to minimise costs. CIEHF is mindful of restrictions and penalties that might be associated with discounted arrangements. Where expense is incurred that may not be the lowest cost available, a note should be provided to substantiate the claim with the rationale for this course of action.

Financial limits on expenditure, inclusive of all taxes including VAT, are given below. Where it is anticipated that such limits might be breached, prior authorization must be sought from the CE.

Travel expense will normally be reimbursed from the primary home address of the claimant or from the actual address at which the journey originated and terminated, whichever results in the least cost claim.

CIEHF will reimburse claims only *after* expense has been incurred. Claims must be signed and submitted by the claimant, and must be accompanied by identifiable receipts.

### Time limits for claims

Members who wish to claim must do so **within 6 weeks of incurring expense** for the claim to be eligible for reimbursement. Exceptionally, to enable accurate calendar year end accounting and production of accounts, expense claims must be submitted **no later than 20 December** to qualify for reimbursement.

### Rail travel

Economy or standard class return rail fares will be reimbursed **up to £300**. Rail fares above this value must be pre-authorized by the CE.

Where an Oyster or a similar prepaid travel card is used, claimants must provide an itemised schedule from the card provider showing the journey claimed, or present the actual ticket(s) to substantiate the claim.

## Road travel

Vehicle mileage will be reimbursed at a rate of **30p per mile for up to 300 miles**, then at a rate of **10p per mile up to maximum claim of 400 miles** per return journey.

Taxis will be reimbursed where no reasonable or practicable public transport exists **up to a maximum of £30 per return journey**, or above this limit by pre-authorisation with the CE.

## Air travel

CIEHF will reimburse **economy or standard class air fares where pre-booked and pre-authorised by the CE**. Tickets are required to support claims, claimants are expected to purchase the lowest reasonably available fare.

## Accommodation

**Accommodation will be reimbursed in exceptional circumstances and must be pre-authorised by the CE**. Accommodation will be considered only in circumstances where the distance to be travelled, timing, duration of the activity or personal circumstances of the claimant substantiate the claim. CIEHF expects meeting organisers to ensure that events are scheduled so that overnight accommodation is not normally necessary.

CIEHF will reimburse a claim for accommodation up to a **maximum value of £90 per night including breakfast**. Additionally, CIEHF will reimburse a claim of **up to £25 per evening for a meal, excluding refreshments**.

## Exclusions

CIEHF does not reimburse **refreshments, meals or sundries in any other circumstances** excepting business entertaining or group functions pre-authorised by the CE nor provides a daily subsistence allowance.

CIEHF will only reimburse pre-incurred expense should meetings be unavoidably cancelled, postponed or re-arranged.

## Non-UK Expense

Travel originating in the UK to a non-UK destination, together with associated accommodation and meals must be **authorised in advance** by the CE and supported by a written business case prior to travel.

Travel will be reimbursed at **economy or standard class**. Non-sterling claims must be supported by an itemised exchange rate for each day in the claim from an exchange rate provider such as [www.xe.com](http://www.xe.com).

## Regional Groups, Sector Groups, Special Interest Groups

CIEHF will reimburse expenses incurred by groups who run pre-authorised and pre-planned events on behalf of the Institute.

Expenses must be pre-authorised by the CE and must **not normally exceed £1000 per group** in any calendar year. A summary of the event run, capable of publication, together with names and email contact details by members and non-members attending will be a necessary part of any claim.

Group Leads or event organisers should seek authorisation in advance from CE on travel claims by invited speakers.

## **Claims procedure**

All claims must be made on the current **CIEHF Expense Claim Form** available from [www.ergonomics.org.uk/about-us/ciehf-documents](http://www.ergonomics.org.uk/about-us/ciehf-documents).

Claimants must sign the claim, attach supporting receipts and post the claim, or email a signed electronic file together with scanned receipts where necessary to the **Chief Executive, CIEHF, Elms Court, Elms Grove, Loughborough, LE11 1RG** or [s.barraclough@ergonomics.org.uk](mailto:s.barraclough@ergonomics.org.uk) within 6 weeks of the claim being incurred, or exceptionally by the year-end accounting deadline stipulated.

Payment will be made by BACS transfer to the account details required of and supplied by the claimant.

## **Authorisation**

Claims will be authorised by the CE who is available to provide advice at any reasonable time on the operation of this policy via [s.barraclough@ergonomics.org.uk](mailto:s.barraclough@ergonomics.org.uk). Claims may be audited by the Chief Operating Officer, Treasurer or independent auditor.

## **Liability**

CIEHF will not accept liability for any claim for loss, damage or injury to staff, representatives, contractors, invitees, Trustees, or volunteer members of Institute groups and committees except as required by law.

Persons travelling on CIEHF business are responsible to fund and possess valid identity, travel authorisation and any insurance cover deemed appropriate by the traveller concerned.

Any matters falling outside this policy will be dealt with on a case-by-case basis by the Treasurer in accordance with the Charter and Byelaws of the Chartered Institute of Ergonomics & Human Factors.

*This policy is dated August 2015 and will be reviewed on the request of Council.*