

UKEMS; Expenses Claims

Introduction

It is UKEMS policy that individuals carrying out their responsibilities and duties as members of the committee or on behalf of the Society or committee can be eligible for the reimbursement of expenses incurred. This will often be, though is not exclusively, in relation to Committee meetings and meetings of the Masters course steering group. Where the members' employer or institute is unable or unwilling to cover the individual's expenses, then a UKEMS expenses claim form should be completed and returned to the Treasurer along with all the relevant receipts. Normally, industrial members would not be expected to ask for expenses whereas those affiliated to academia, independently employed or retired are more likely to require this. Requirements and limitations are detailed below.

General

1. Receipts to be submitted for all claims if possible, and for anything over £5 unless standard and verifiable (e.g. rail fares).
2. The committee does reserve the right to refuse claims which it deems excessive or unreasonable

Travel and accommodation

1. **Train.** Maximum claim: 2nd Class rail fare or least expensive option. Members are asked to use Saver or similar cheaper fares if possible.
2. **Car.** Mileage allowance as consistent with academic rates of 40p/mile for the first 100 miles and 20p/mile thereafter.
3. **Taxis.** As necessary, with receipts.
4. ***Airfare.** Only refundable within the UK in special circumstances e.g. if used to avoid an overnight stay or less expensive than other means of travel.
5. ***Accommodation.** Only normally payable if absolutely necessary or if, for example, a combined saver fare and accommodation is no more expensive than a 2nd Class fare.
6. ***Meals.** Refunds for groups of members (e.g. sub-committees, working groups) within reason. Any other claims by arrangement.

Postage and stationery

1. **Postage.** Rate (1st or 2nd Class) at the discretion of the sender.
2. **Stationery.** Costs to be refunded for all reasonable claims.
3. **Telephone.** Members using their own telephone for UKEMS business can claim a refund if a detailed record of calls is made (Date, length of call, who to, tariff rate).
4. **Subsistence.** No subsistence rate is payable. Members can claim for actual expenses only.