



Payment of Travel & Other Expenses Amended 12 01 23 RD KG V3

The information contained in this document is to clarify the procedures and documentation required for the correct payment of travel and other expenses incurred during BSHAA related business.

Mileage

A mileage allowance will be paid for travel required on behalf of BSHAA*. If more than one member is required to attend, then members should travel together whenever possible. If mileage claimed seems excessive, a route planner may be required to justify mileage. Car parking receipts must be included if repayment is required.

The claimant should seek the cost of return travel by public transport to ensure that the mileage claim does not exceed this. Prior approval should be sought for expected mileage claims of over 300 miles. Approval will not be unreasonably withheld where the use of public transport would involve a journey (door to door) which begins or ends at unsociable hours (before 7am or after 9.00pm), or where more than 2 changes of train per one-way journey is involved.

Unless with prior approval, mileage allowances will only be valid for those days necessary to carry out duties relevant to BSHAA business.

*For a private vehicle, the rate is 45p per mile.

Public Transport

First class travel is not payable to claimants unless this can be shown to be less than 20% above the standard class fare or unless a one-way journey exceeds 4 hours. One-way fares should always be checked as these can often be found to be cheaper than a return fare.

Flights and train travel should be booked as early as possible to ensure the best price available. When travelling abroad on behalf of BSHAA, economy fares will only be reimbursed.

Taxi or rental vehicle

Taxi fares or vehicle rental fees can be claimed up to the value of £30. Exceptions may be made for fares likely to exceed £30, for journeys made during unsociable hours, or for instances where there is an issue of personal safety.

Breakfast

Where travel to or from BSHAA business starts before 7am, receipts for breakfast will be accepted up to the value of £10.00.



Lunch

Up to £10.00 is payable if more than 5 hours is spent away from your workplace (including the lunchtime period between 1200 and 1400 hrs.).

Evening meal

Where travel from BSHAA business ends after 8.00pm (and BSHAA has not provided an evening meal), receipts for an evening meal will be accepted up to the value of £20.00.

Drinks

If refreshments including meals are not being provided by the event, then the following subsistence allowances are applicable. Alcoholic drinks (with evening meal) may be claimed up to a limit of 2 drinks or £10.00 (whichever is the lesser). Drinks for social entertainment are only allowed by the President.

Board

Up to a maximum of £150.00 in the Greater London area, otherwise £120. This is allowed when overnight accommodation is necessary and not arranged in relation to the event. Prior approval must be sought for all overnight stays. Approval will not be withheld where travel on the day would begin before 7am or end after 9.00pm



Loss of Business Allowance

For those Council Members who can demonstrate a loss of earnings through attending council meetings and other council business, then there is a payment of £200 pro-rata* per day available. This allowance is not available to any member who is not individually financially disadvantaged by attending a council meeting.

*Full day: 8+ hours: £200. Part-day: Per full hour: £25.

Loss of business while travelling

Where travelling to, from, or on BSHAA business involves a loss of commercial business and where the one-way travelling time (door to door) occurs exclusively during normal working hours and exceeds 5 hours by public transport by the most direct route, one-half day's loss of business allowance may be claimed with prior approval which shall not be unreasonably withheld.

Documentation

The claim form for expenses must be fully completed and signed and the appropriate VAT receipts provided as proof of the expenses claimed, within 30 days of the claim. The claim form should be forwarded to admin@bshaa.org and claims will be processed within 5 working days. Overdue claims will not be paid.

VAT registered claimants

Any claimant who is VAT registered must include the pre-VAT cost of purchased goods or services within their expense claim – supported by a receipt showing the VAT Registration number of the supplier of the goods or services.

