



Claim for Expenses Form

Please read the guidelines before completing this form. **Original receipts** must be attached for all claims

Details			
Full name & initials			Title
Address			
Town:			
County		Post Code:	
Tel No:		Email Address:	

Payment Details (Please complete all sections. If details are not given, this WILL cause a delay in payment)			
Payment to institution <input type="checkbox"/> company <input type="checkbox"/> personal <input type="checkbox"/> (please tick box that applies)			
Last four digits of Bank account number:		Account Name:	
E-mail(s) for remittance advice:			

Note: If you have not previously completed a BACS Payments for expenses form you will need to do so. Please e-mail accounts@sconul.ac.uk to request a copy of the form. Payments cannot be made until this form has been completed.

Meeting Details			
Meeting:			
Date:		From:	Until:

Details of expense (please provide original receipts)		Amount (£)
Rail		
Air		
Car		
Local travel		
Accommodation		
Other (specify)		
TOTAL		

Claimant Declaration	
I certify that these expenses have actually and necessarily been incurred and are in accordance with the guidelines.	
Signed:	Date:

(For Office Use Only)			
Voucher no:		Date:	
Authorised:		Code:	

Guideline for payment of expenses

This policy applies to all members of SCONUL who incur expenses in connection with official SCONUL business (this excludes conferences, fora and open meetings). SCONUL will only reimburse expenses which are allowed under current HMRC guidelines.

Travel to SCONUL meetings

The following expenses will be reimbursed by SCONUL on production of the relevant receipts or tickets:

- Public transport should be used wherever possible. Only the cost of standard class travel will be reimbursed unless it can be demonstrated that another class is cheaper. It is expected that travel arrangements will be made as early as possible to ensure that the fare is the most economical available.
- Travel by taxi to complete a journey will be reimbursed if public transport is not practical.
- Travel by private vehicle will be reimbursed if it is more economical or practical than using public transport:
 - If a car is used SCONUL will reimburse at the rate of 45p per mile (for a personal car) or the cost of hiring a car from a shared or similar scheme. Car parking and Congestion Charge fees will be reimbursed if appropriate.
 - If a bicycle is used SCONUL will reimburse at the rate of 20p per mile (for a personal bicycle) or the cost of hiring a bicycle from a shared or similar scheme.

Travel to meetings on behalf of SCONUL

Wherever possible, members are encouraged to submit expenses claims to the organisation hosting the meeting rather than to SCONUL itself. Where this is not possible the above policy should be used.

Subsistence

Subsistence expenses will only be reimbursed when a member is absent from his or her normal place of work or residence:

- For part of a day including lunch: £5.00; for part of a day including dinner: £20.00.
- For overnight accommodation a maximum of £120 will be reimbursed (this should include breakfast). Overnight accommodation should only be claimed if it is impractical for the member to return to his or her normal place of work or residence following a SCONUL meeting, or it is more economical to stay overnight than to travel twice for meetings on consecutive days.

Meetings

All strategy groups and other committees are strongly encouraged to conduct at least one meeting per cycle via remote conferencing facilities. This can include using either a hosted teleconference or Skype/Lync videoconferencing.