

Guidelines for claiming expenses

The Royal Statistical Society (RSS) very much appreciates the contribution made by our volunteers and invited speakers and does not wish anyone to be out of pocket on our behalf. We do however have to work within a budget, and therefore the following guidelines should be used when incurring expenses.

The overall spirit of the policy is based on providing value for money. If there are instances where the way that provides best value for money contravenes the letter of this policy, the course of action should be agreed in advance with the relevant staff member in writing, and this should be attached to the expense claim when submitted.

All claims must be submitted on the official form and sent to the relevant staff member. **All claims must be supported by receipts.** All expense claims will be reimbursed by Bank transfer.

Expense claims which contravene any of these policies, or are not signed off as approved for value for money in advance by the relevant staff member in writing, can only be approved at the discretion of the Chief Executive with an explanation of any exceptional circumstances.

The relevant staff member will be the person responsible for the administration of the meeting or event, or the staff member who invited you.

Travel

The RSS will only reimburse **standard class** tickets (or will pay the equivalent of a standard class fare if a more expensive ticket has been purchased). This rule covers all methods of travel.

For train and air travel, the ticket should be purchased as soon as practically possible after the date has been agreed, to secure the cheapest possible rate. Any ticket purchased on the day of travel - except Underground Travelcard - will not be reimbursed in full if a cheaper ticket would have been available.

Tickets purchased in advance in good faith will be reimbursed if the event is subsequently cancelled. Tickets purchased in advance can be claimed for at the time of purchase if wished.

For international air travel, the budget for the fare **must be agreed in advance** with the relevant staff member. For speakers or others coming for a one-off event, the air fare must be agreed before purchase. For members of an RSS committee a limit must be agreed before purchase. Once agreed further approval from the relevant staff member will then only be required when air fare is likely to be above this limit.

The mileage rate is the current rate as published by HMRC (2021: 45p per mile), and any car park costs will generally be met in full. Overnight parking at airports will not normally be reimbursed unless a budget is agreed in advance demonstrating that this was the cheapest option for accessing flights.

Taxis to and from home stations/airports will generally be met, but within London there is an expectation that public transport will be used.

If travel in London is via contactless payment it is understood that there will not be a receipt but the details of the meeting/date and to and from stations should be included on the claim form.

Overnight Accommodation

Where agreed with the relevant member of staff that it is necessary to stay overnight for RSS business hotels should be booked in advance at the best possible rates which should not exceed £150 per night, £200 in major UK cities, this limit includes VAT but excludes any breakfast costs. Where it is not possible to book a room within this rate, a budget should be agreed with the relevant member of staff in advance. Additionally, up to £5 of incidental expenses, phone, newspapers, coffee etc., and up to £10 for breakfast may be claimed.

The cost of evening meal up to £25 will be reimbursed; including the cost of up to one serving of an alcoholic drink with the meal.

Where overnight accommodation overseas is needed a budget should be agreed with the relevant member of staff in advance.

Catering

Most RSS meetings provide refreshments however if lunch is not provided up to £6.50 may be claimed for refreshments.