



Halliwick Association of Swimming Therapy

Travel and Subsistence Policy

(Agreed by Halliwick AST Management Committee 15th September 2018)

All expenses not already agreed must be sanctioned by the chair of Halliwick AST first.

Travel

Trustees and volunteers are eligible to make claims for charity usage. They need not suffer financially by doing voluntary work and will receive out of pocket/travel expenses.

Mileage allowance claims must be based on the shortest practicable route between your home and destination.

You are expected to use your own discretion in determining the most appropriate mode of transport for travel, taking into account the time spent on the journey, personal safety (particularly when travelling "out of office hours"), equipment carried, other members accompanied and cost effectiveness.

Travel allowances for journeys will normally only be paid based on the cost of second class rail travel and/or other appropriate public transport costs. Mileage allowances for such journeys will only be paid when the use of public transport is demonstrably impractical. Motor vehicles should be shared where possible.

Use of your own vehicle may be subject to the inclusion and maintenance of a clause in your motor insurance policy.

Travel allowance will only be paid on receipt of a completed expenses claim form. The mileage allowance is 45 pence per mile. (agreed September 2015).

Further information:

1. Members should seek to use public transport on all appropriate occasions.
2. Travel claims must not exceed actual mileage travel.
3. Travel claims should be restricted to the shortest practicable routes for the journeys undertaken.
4. Out-of-country travelling must be authorised in advance by the Chair.
5. Members must maintain an official record of journeys, showing adequate particulars of, and the reasons for each, including the names of any passengers carried.
6. Travel claims must be made on the Expenses Claim Form showing
 - (a) the date it was undertaken;
 - (b) the details of the journey in sufficient detail to enable the mileage claimed to be verified (i.e. the start and finish points and, if any, the names of passengers carried);
 - (c) the purpose of the visit;
 - (d) the mileage claimed, being business mileage only;
 - (e) railway and bus fares should be claimed on an actual basis and receipts must be attached to the claim form;
 - (f) the overriding principle is that claims cannot exceed mileage travelled.
7. The rate of reimbursement for motor cars has been capped by the Inland Revenue at 45p per mile.



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Subsistence

If, as a result of your duties or practical necessity, you are prevented from taking a meal at home, or at a place where you would normally take a meal, and as a result you incur expenditure greater than normal, then you may claim the appropriate subsistence allowance.

If you are travelling by rail and must by necessity take a meal in a restaurant car, you may claim the actual cost of the standard meal less the cost of any alcoholic drinks or tips. Such claims must be accompanied by a receipt.

Payment of subsistence allowances is subject to the expenditure having actually been made and completion of an expenses claim form. The allowance will not be paid when a suitable meal is provided. If you are required to make overnight stays in the performance of your official duties, approved expenses will be reimbursed. If upgrades are taken, then a contribution will be granted at the rate appropriate for the area.

Other information

1. Expenditure on subsistence or out of pocket expenses for which an allowance is claimed must have been incurred and receipts retained.
2. Allowances are the maximum that can be claimed and members should be considerate of budget restrictions.
3. Subsistence claims must be made on an Expenses Claim Form and must be authorised by the Chair.

Subsistence Rates

Daily rate for subsistence (food)	£7.00
Overnight bed / bed & breakfast	£50.00

(These rates are effective from September 2011)

NB

Claimants are reminded that the claim for these expenses must be submitted within six months of the date/event for which the expenses apply.