



## RES expenses policy: updated May 2019

### 1. Summary

In all cases, consideration will be given to the reasonableness of each claim, taking into account the efforts of the claimant to minimise expenditure for the RES. The Society encourages advance booking of travel and accommodation wherever necessary and will reimburse claimants in situations where non-refundable bookings have to be amended.

The Society's allowances are based on those that apply in the public sector (the Treasury guidelines<sup>1</sup>). The allowances are as follows:

### 2. Rail

Standard class fares only shall be reimbursed. Dates of meetings are usually known sufficiently in advance to allow the claimant to take advantage of cheaper advance fares. Wherever possible, the cheapest available option should be taken at the earliest possible date. Tickets or receipts must be supplied to support claims.

Exceptionally first-class rail travel can be booked if one or more of the following apply:

- There are no standard class facilities to accommodate disabled or other special needs requirements under reasonable adjustment guidelines;
- There are serious security concerns;
- The overall cost of the first-class ticket is less than the overall cheapest ticket for standard class. **Evidence (such as a screen shot from the booking page) must be retained for audit purposes.**

### 3. Air

Claimants should seek to limit the cost of air travel by booking tickets in advance, taking advantage of early booking discounts where available. Economy Class air travel should be used; any exceptions to this rule (which may include an offer of business class travel for a

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<sup>1</sup>[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/224100/hmt\\_group\\_travel\\_and\\_subsistence\\_policy.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/224100/hmt_group_travel_and_subsistence_policy.pdf)

Keynote Speaker to the RES Annual Conference) require authorisation by the Honorary Treasurer or the Chief Executive. Tickets or receipts must be supplied to support claims.

#### **4. Private transport**

- **Private car:** Public transport will generally be cheaper and use of a private car must be justified in any claim. The mileage allowance is 45p per mile for the first 150 miles and 25p per mile for each additional mile. This allowance can only be claimed if the driver has fully comprehensive insurance, allowing use for business purposes.
- **Motor Cycle:** 24p per mile
- **Bicycle:** 20p per mile

#### **5. Overnight accommodation and subsistence**

Where overnight stays are involved, the following apply for bed and breakfast. The maximum rates are: London £170, outside London £120. Dates of meetings are usually known sufficiently in advance to allow the claimant to take advantage of cheaper room rates. Claims for the actual cost incurred must be submitted with the hotel bill/receipt.

When no lunch is provided, a light meal and/or non-alcoholic beverages (up to £12) can be claimed. For meetings that extend to the early evening and/or an overnight stay is required, a full evening meal (up to £40) can be claimed. Only actual expenses incurred will be refunded and claims should be supported by receipts.

In the interests of efficiency, claimants are asked not to submit claims for less than £20 if they expect to submit further claims within the three-month period.

Denise Osborn  
Secretary-General  
24 May 2019