

Policy Number:	0014
Date of Issue:	14 <sup>th</sup> February 2008
Date of next review	July/August 2010 Board Meeting

## Expense Reimbursement Policy



THE ORGANISATION  
FOR PROFESSIONALS IN  
REGULATORY AFFAIRS

### Introduction

Whilst **TOPRA is a not for profit organisation** it recognises that Staff and Volunteers should be reimbursed for **reasonable** expenses incurred in the execution of their duties on its behalf. As a general rule, reasonable in these terms will mean the minimum that needed to be spent to achieve the objective, and therefore staff and volunteers should plan journeys, wherever possible, in order to take advantage of early booking discounts. The Company will adopt a flexible approach and consider overall reasonableness as opposed to rigid rules on individual elements, for example where taking a taxi to the airport is cheaper than the alternative of mileage + parking. The detail that follows will not deal with every eventuality and if there is any doubt as to the expense being claimable, please check first with the Director of Corporate Services.

### Repayment

All claims will be checked, authorised and processed in line with the provisions in this policy and you should allow up to 21 days for receipt of payment against the claim. During holiday periods or postal/rail strikes this might be longer. Recognising that the sums involved can be large for individuals to underwrite, flights and hotels can be booked via the office on 0207 510 2560.

Please note, except in exceptional circumstances agreed with Director of Corporate Services, claims for expenses will not be reimbursed when the claim is submitted more than 3 months after the cost was incurred.

### Budget

All expenditure classified as 'expense' is subject to budgetary control and as such should not be incurred without prior approval of the budget holder. E.g. Where the planned expenses are part of an event the budget holder will be the event organiser. In the (less common) event that the planned expense to be incurred is outside any budgetary provisions it **must** have prior approval of the Director of Corporate Services.

### Scope of Policy

This policy document covers **ALL** staff and volunteers, including the Board, Advisory Council, PGF and Working Party participants. To ensure payment complete compliance with this policy is required. An abbreviated version of this policy is available as a separate document for use as guidance for invited speakers at TOPRA meetings.

### Receipts

Expenses will only be reimbursed against valid original receipts, with the exception of mileage and those where receipts are not available e.g. tolls. In the case of mileage, if a UK VAT receipt is supplied to cover sufficient petrol to cover the journey claimed, then TOPRA can reclaim some UK VAT from HM Revenue and Customs thereby reducing the costs to the Company.

### UK centric items

As TOPRA is a UK resident Company, some items are included in this policy to take account of appropriate compliance with the provisions of UK law. Any rates so defined will still be applicable to other domiciles, but should be converted to the equivalent local currency at the prevailing rate when

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the expenditure is made. In the event of any special needs due specifically to health issues covered by the Disability Discrimination Act, please advise the office in advance for guidance.

## **Expenses by category**

### 1. Air Fares

- a. Only Economy (or Coach –USA) class travel will be reimbursed. Any claims for other classes of travel will be reduced to the economy rate before reimbursement.
- b. Bookings should be made in advance to minimise the costs to the Company.
- c. Booking other than economy travel based on it being cheaper than the full economy fare will not be accepted, as the test is the cheapest available direct fare when booked.
- d. When using travel agents the brief to them must be the cheapest available fare.
- e. Journeys should be booked on a direct return flight basis with no stopovers.

### 2. Train, Underground and Buses.

- a. Only Economy or standard fares will be reimbursed. Any claims for other classes of travel will be reduced to the economy/standard rate before reimbursement.
- b. Bookings should be made in advance to minimise the costs to the Company.
- c. Consider booking 2 one way journeys as this can be cheaper than a return ticket on some train operators when booking early.

### 3. Taxis

- a. It is recognised that in certain circumstances, for example luggage, that the Bus/Tube may not be practical. See also Addendum 2: Staff Expenses.
- b. Should not be used for long journeys, and therefore the fare incurred should not exceed £20 except where otherwise the parking would be more expensive than the taxi return fare e.g.: Airports.

### 4. Mileage

- a. The rate paid will mirror the rates published by the Inland Revenue, from time to time, in the UK, which are currently £0.40 per mile (£0.25 per km) for the first 10,000 miles (16,000 km) and £0.25 per mile (£0.15 per km) thereafter in any one year.
- b. UK residents should be aware that the rates specified cover all business mileage claims including those made in other voluntary or paid employment. The Company will not be liable for any tax levied on the individual for breach of the Inland Revenue limits.
- c. A petrol VAT receipt, for UK travel claims, is requested to support the mileage claimed, in order to reclaim VAT on the fuel element.
- d. Mileage claims must state clearly:
  - i. Journey start
  - ii. Journey end
  - iii. Miles covered
  - iv. Rate claimed
  - v. Reason for journey
  - vi. Total claimed
- e. Claimants should ensure they have appropriate insurance cover for business purposes. The cost of this insurance is covered in the rate above and will NOT be paid separately. For example, in the UK the typical policy only covers travel to/from normal place of work.
- f. When operating a vehicle on TOPRA business, you shall:
  - i. Observe all laws, rules and regulations including mobile phone use.
  - ii. Have a valid driver's and drive in a courteous and careful manner.
  - iii. Be liable for all citations, fines and violations how so ever caused.

### 5. Parking

- a. Where options exist, consideration to costs should be taken into account. For example, at airports where there is competition amongst parking providers.
- b. Consideration should be given to alternative transport arrangements where large parking fees would be incurred, in order to minimise costs.

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6. Accommodation (where not booked as part of an event)
  - a. The Company will reimburse bed and breakfast accommodation per night within the following bands:
    - i. Within London                      Maximum £150/night
    - ii. UK outside London                Maximum £100/night
    - iii. Europe outside UK                Maximum €210/night
    - iv. Rest of World                        Maximum £150/night
  - b. Evening meal/drinks up to £40/night maximum.
7. Subsistence
  - a. Evening Meal, including drinks, whilst staying at a hotel will be reimbursed up to £40/night, where not included in the event delegate rate.
  - b. Where meals are included at the event and not taken, alternative meals taken will not be reimbursed.
  - c. When on TOPRA business, lunch will be reimbursed to a maximum of £20/head.
8. Currency Exchange
  - a. The cost of exchanging an appropriate amount of currency to cover ancillary costs whilst attending an event will be reimbursed by the Company.
  - b. The Company will not cover exchange losses where large sums are exchanged then exchanged back after the trip. For example, the Company would not expect to cover the costs where more than 25% of the sum purchased was exchanged back.
  - c. Exchange costs on credit card purchases will be reimbursed. Consider using Travelex buy back arrangement or similar.
  - d. Cash advances on credit cards in foreign currencies should be avoided due to the cost.
9. Currency left over
  - a. All coinage and small notes that the Company has purchased via cash advances or expense claim reimbursement MUST be returned to the office for reuse at future events
  - b. Coinage should be kept to a minimum at the end of the stay and, ideally, utilised in paying final taxi bills etc.
10. Working Parties (Including PGF and Committees.)
  - a. Routine meeting lunches with the group and appropriate staff (where not supplied in the office) will be reimbursed to the value of £20/head maximum.
  - b. Dinners at events will only be reimbursed when specified as part of the original budget submission and when the targeted profitability of the event is expected to be attained.
  - c. No other entertaining expenses are to be incurred by Working Party members without prior explanation and approval by the President or President Elect.

**ADDENDA:**

In addition to the foregoing, there are a number of addenda that form part of this policy dealing with specific areas or groups of people they are:

Addendum 1: Exclusions

Addendum 2: Corporate Credit Card Holders

Addendum 3: Staff expenses

Addendum 4: Board Expenses

**Approved by the Board of TOPRA at their meeting of the 14<sup>th</sup> Feb 2008**

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## **ADDENDUM 1: EXCLUSIONS**

### **Professional fees: Examiners, etc.**

These should be invoiced to TOPRA and should not be claimed on expenses forms as they are not reimbursement of expenses incurred. **It should be noted** these fees are paid gross and it is the individuals/companies responsibility to report these earnings to the appropriate tax authorities and pay any Tax and National Insurances due.

### **Non specific claims**

No round sum claims will be paid, e.g. £10 for telephone. These items can lead to the withdrawal of the Company's dispensation to pay expenses without the deduction of income tax.

### **Hotel Extras**

TOPRA **will not** pay or reimburse **any** incidental extras including but not limited to gym/spa, movies, laundry, mini bar expenses incurred when staying at a hotel on TOPRA business.

### **Stationery**

The Company purchases stationery at its primary office location only and takes to events items required, therefore any items sought to be reimbursed should have the express prior approval of the Chief Executive. At an event, where necessary an event organiser can arrange to cover emergency needs without reference to the Chief Executive.

### **Office Furniture**

Not to be purchased via expense claims.

### **Computers, peripherals and printer consumables**

Not to be purchased via expense claims.

### **Uplift to expenses incurred**

TOPRA will reimburse the cost incurred and will not pay any uplift to cover any other expense, for example a percentage uplift on accommodation to cover a membership fee. The alternative that should be used is to claim part or all of the facilitating expense, in this case the membership fee.

### **Gifts**

All speaker and other gifts will be arranged via the office and will not be reimbursed by the expense procedure.

### **Credit card interest**

TOPRA will not reimburse any credit card interest, it is the individual's responsibility to present expenses on a timely basis or request larger expenses are paid in advance via the office.

### **Personal property**

The expenses procedure excludes payment for loss, theft or damage to personal property how so ever caused.