



The Vascular Society of Great Britain and Ireland

Expenses Claim Form with Policy

Policy revision:	V6
Issue Date:	May 2019
Approved by board / management on:	10th May 2019
Reviewed:	May 21, November 23, August 24
Next Review Date	September 2025



***All expenses are to be claimed no later than 3 months after the expenses are incurred.
VAT receipts required.**

Claimant's Details

Name of Claimant: _____ E-mail address: _____

Payment Details

Please provide your bank details for a direct payment to your account by BACS.

If you have claimed previously, please provide the last 4 digits of your account number: _____

If you have not claimed previously, please provide your full bank account details below:

Sort code: _____ Account number: _____

Travel Expenses:

All receipts are required for any expenses incurred except for mileage, which is charged at 40p per mile.

Date	Purpose	Method	Passenger	Mileage	Passenger/s allowance	Amount claimed £	Dept.
				@ 40p	@ 5p		
				@ 40p	@ 5p		
				@ 40p	@ 5p		
				@ 40p	@ 5p		
						Total	<input type="text"/>

Other Expenses:

All receipts are required for any expenses incurred (if possible a VAT receipt)

Date	Details of Expenditure	Amount claimed £	Comments
		<input type="text"/>	
		<input type="text"/>	

I declare that the amounts claimed have been actually and necessarily incurred by me on behalf of _____.

Claimant Signature: _____

Date: _____

Please return all forms and receipts to admin@vascularsociety.org.uk

RECEIPTS ARE REQUIRED FOR ALL EXPENSES CLAIMS

GUIDELINES FOR EXPENSES FOR MEMBERS OF COUNCIL, EXECUTIVE AND EMPLOYEES OF THE VSGBI

Members of Council are Trustees of a Registered Charity. Expenses have to be seen as appropriate and stand scrutiny by external auditors, the Charity Commissioners and the Society's Members. The Charity Commission guidance, in their booklet CC3 **Responsibility of Charity Trustees** (paragraph 90) states:

"Trustees have and must accept ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for which it has been set up".

Full text can be found at www.charity-commission.gov.uk/publications/cc3.asp

Trustees are entitled to *"reasonable and necessary out-of-pocket expenses in order to carry out trustee duties"*.

The Vascular Society fully accepts that it should reimburse Committee members for any reasonable expenses incurred during their work for the Society. Members should nevertheless be thoughtful about their claims on the charitable funds of the Society.

The following general principles should be considered:

- When travelling specifically and only for a Society business meeting, it is reasonable to claim all reasonable expenses for that trip.
- If a trip also involves work for purposes other than The Vascular Society Council or committee meetings, then expenses should be shared proportionately and fairly between the various bodies involved. This might include claims for study leave from Trusts (e.g. for the Society's AGM) or from other bodies for whom work has been done.
- Travel by car will be refunded at 40p per mile.
- Air travel will be refunded at economy class only.
- Rail travel will be refunded at standard class fares for short journeys lasting less than 30 minutes, but can be first class where members need to work during longer journeys (if booked in advance).
- Travel by rail:
 - Must be fixed price and must be booked in advance
 - The date of booking must be provided when claiming
 - 2nd class rate will be paid if travelling by first class and the above criteria are not fulfilled.
- Claims will only be reimbursed in the following circumstances:
 - Claims are made within 2 months of date of travel
 - Claims are accompanied by a completed claim form
- Accommodation
 - Overnight stays will only be refunded if members are required at Society meetings on consecutive days, or where an overnight stay can be shown to produce a saving in travelling expenses for the Society.
 - Accommodation should be booked or agreed through the VS Office
 - All requested accommodation not required must be cancelled within 48 hours of date or will be charged for
 - Rooms are usually booked
- Taxis
 - Should only be used when other transport is not practical
- Subsistence
 - Meals will not be covered unless they have previously been agreed with the Treasurer or exceptional circumstances apply