

## Members' Expenses Policy

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As a general principle a claimant should be reimbursed in full for all types of expenses wholly, necessarily and exclusively incurred in the course of BVA business<sup>1</sup>. BVA's expenses procedures are based on the expectation that all members making claims, and those approving such claims, will recognise the need to ensure economy and cost-effectiveness in the manner in which expenses are incurred. Other amounts than those stated below may be claimable in exceptional circumstances, where a reason for claiming above the limit is given e.g. the non-availability of any hotels at the recommended rate. In order to avoid subsequent difficulties, any expenditure not clearly falling within these procedures should be approved in advance by the relevant person.

You can download an expenses form from the BVA website. Please read the Expenses Policy (below) before completing your form.

The Finance Director reserves the right to refuse reimbursement for any claim which does not meet the requirements of these procedures.

- 1) Travel by private car: Mileage of 45 pence can be claimed for business journeys (25 pence when business miles exceed 10,000 in a tax year). Where public transport would have provided a cost effective alternative but the claimant chooses to take their car instead and for all car journeys in excess of 100 miles each direction, then the amount reimbursed will be equal to the less expensive of the two alternatives. Full details of the business journey need to be given.
- 2) Travel by train: Claims can be made for business journeys providing full details of these journeys are provided. All members should ensure that the most economical class of travel is used – first class travel is not reclaimable. In general this will be a standard class ticket. Tickets should be purchased as early as possible to take advantage of the cheaper tickets.

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<sup>1</sup> Members representing their specialist division at BVA meetings should normally claim their expenses from the specialist division they are representing. If this is not possible, and creates an obstacle to engagement, then expenses may be paid by BVA, subject to agreement in advance.

- 3) **Taxi Fares:** Taxi fares are reclaimable for business journeys providing a receipt is obtained and full details of the journey are provided. However, BVA encourages the use of public transport and the use of Oyster cards.
- 4) **Parking Fees & Tube Fares:** These will be reimbursed in full (including also the congestion charge), on the production of receipts. If an Oyster Card or contactless card is used then a statement from TfL or bank statement showing the journeys undertaken must be included with the claim.
- 5) **Overnight Accommodation:** Hotels are claimable when the total travelling involved in a day exceeds 6 hours or an early start/late finish makes it impractical to travel on the day of the meeting. Bookings should normally be made through an approved agency and are subject to a maximum of £115 B&B out of London and £170 in London (subject to availability).
- 6) **Flights:** It is recommended that bookings for flights be made as early as possible. For flights within the UK and Europe, travel should be by tourist or economy class, taking advantage, wherever possible, of any reduced rates.
- 7) **Subsistence:** For members, the evening meal rate is up to £35, on the production of a VAT receipt. Incidental expenditure at hotels (e.g. personal telephone calls and newspapers) is limited to £5 per night, or £10 if overseas, again on the production of receipts.

It is expected that expenses forms be submitted within one month of the expenditure taking place. BVA reserves the right to refuse reimbursement of any claim made if more than 3 months has elapsed.

All expenses forms should be signed by the claimant and returned to the person responsible at BVA for the meeting.