

THE POLITICAL STUDIES ASSOCIATION

EXPENSES POLICY

2019

Contents

Page No.

1. INTRODUCTION	2
2. ADMINISTRATION	2
3. TRAVEL EXPENSES	2
3.1 General	2
3.2 Use of alternative forms of transport for persons with disabilities	3
3.3 Rail travel	3
3.4 Travel by privately owned car	3
3.5 Travel by taxi	3
3.6 Air travel	4
3.7 Entertaining expenses	4
4. ACCOMMODATION	44
4.1 Overnight accommodation	4
4.2 Meals	5
4.3 Incidental expenses	5
5. EXPENSES AND TAX	5
5.1 General	55
5.2 Drivers and tax	55
6. EXPENSES AND WELFARE BENEFITS	55
7. CONTACT DETAILS	6

1. INTRODUCTION

The Political Studies Association (PSA) Board of Trustees acknowledges the amount of effort contributed by members at all levels of PSA activities. Therefore, it is our policy to offer claimants full reimbursement of out-of-pocket expenses incurred on the Association's behalf, providing that the nature of these expenses has been agreed in advance. However, as a charity, we have a duty to our members to show that this policy is fair and equitable and not open to abuse.

The PSA's expenses policy should be read within the wider context of the guidance issued by the Charities Commission on trustee expenses and payments which can be found at

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/606423/CC11.pdf

All claims must be submitted within three months of the event to which the expenditure incurred relates. Consideration must always be given to using the most cost-effective method of travel. As the Association is a Charity, claimants are encouraged to keep expenses to a minimum.

Travel costs between home and the normal place of work can never be claimed. Where expenses are incurred in foreign currencies, the amounts should be shown with the currency in question clearly marked. Reimbursement will be made in Sterling. The rate of exchange will be the rate in force on the date of the claim, as calculated by the PSA office.

2. ADMINISTRATION

Expenses will usually be reimbursed through credit transfer direct to the individual's bank account.

Original VAT receipts (i.e. not photocopies or credit card vouchers) must support all claims and, if VAT has been charged, the receipt should contain the VAT registration number and rate of VAT.

In the event of hotel accommodation, please ensure that the receipt is either in the name of "The Political Studies Association" or your own name. Receipts made out in the name of other organisations, will be returned unpaid.

In the interests of efficiency, claimants are asked not to submit claims for less than £10 if they expect to submit further claims within the three-month period.

The PSA will endeavour to process all expense claims within 14 days of receipt. Expenses are claimed using the Association's claim form, available either on the website or from the PSA office. Should any expense, particularly the advance purchase of tickets, cause financial difficulties please contact the CEO to see whether an alternative arrangement might be possible.

3. TRAVEL EXPENSES

3.1 General

If you are attending a meeting as a PSA representative, the Association will reimburse the expenses incurred, subject to the terms of this policy.

The PSA will reimburse travel expenses from home to and from the place of a meeting. 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.

In order to encourage the booking of tickets in advance, should it subsequently not be possible for you to attend the meeting, the Association will reimburse to you any non-refundable element of the ticket.

All travel expenses claims must be supported with a receipt. Reimbursement cannot be made without a receipt unless there is a clear reason why this cannot be provided.

3.2 Use of alternative forms of transport for persons with disabilities

In circumstances where disabled persons are unable to travel by public transport or their own vehicle, taxis may be used, subject to the prior approval of either the Treasurer or CEO.

3.3 Rail travel

Only **standard class** travel rates will be reimbursed unless, exceptionally, a first-class advance option is cheaper than any available standard class option. Expense forms must have attached to them as supporting documentation either the actual train tickets or a receipt from the train company. If a receipt is required, this should be requested at the time of ticket purchase, as these are not usually given automatically.

Where advance booking has not been possible and no seats are available in standard class, an upgrade to first class can be permitted for journeys in excess of one hour. Wherever possible the permission of the treasurer or CEO should be sought.

For travel on the London underground, please use pay as you go using a contactless bankcard or an oyster card as this is significantly cheaper than purchasing a paper ticket. The rates for the most commonly used journeys are shown on the expenses claim form.

3.4 Travel by privately-owned car

The driver, not the PSA, is personally liable for any incident, thus drivers should ensure that their own private motor insurance policy is comprehensive and permits the use of their own vehicle for the purpose of travel on PSA business.

If an individual's own car is used, a mileage rate will be paid (as detailed in section 5.2 below).

Please note that the total claim for any journey made must not exceed the standard-class rail fair. A receipt should support claims for parking or other incidental expenses.

The PSA will not reimburse parking fines, congestion charge fines or fines for other motoring related offences.

3.5 Travel by taxi

Use of public transport is encouraged and should be used wherever possible. However, it is recognised that the use of a taxi may, in the following circumstances, be the most effective mode of transport:

- Where equipment or heavy baggage is being carried;
- When no public transport is available, especially in the early morning or late at night when public transport is either not running or running irregularly;
- Where the claimant is pregnant;
- Where the claimant has a temporary or permanent disability;
- When it is important to save time;
- When a group of people are travelling together such that a taxi would be as cheap as public transport.

Travel by taxi should be kept to a minimum and should not be used for long journeys. Claimants should obtain an official receipt from the taxi driver to substantiate their travel expense claim.

3.6 *Air travel*

It is recognised that air travel will be necessary or may be better value for money on some journeys. A receipt should be requested at the time of ticket purchase. Claimants should seek to minimise the cost of air travel by booking tickets in advance, taking advantage of early booking discounts where available. Wherever possible, we encourage individuals to favour rail over air travel, due to the significant environmental benefits that result.

In the case of overseas travel the PSA will also give consideration as to how the journey fits with its overall strategy and what outcomes are expected to be achieved.

3.7 *Entertainment expenses*

The PSA will not normally reimburse entertainment expenses. However, in the rare case where this may be appropriate, permission must be sought in advance from either the Treasurer or CEO.

Entertainment expenses must be agreed in advance with the Treasurer or the CEO.

4. ACCOMMODATION

4.1 *Overnight accommodation*

The PSA will reimburse overnight accommodation costs and any related subsistence claim only when necessitated by the timing of the event to which the claim relates. Claimants are reminded of the need to demonstrate value for money and reasonableness of expenditure when selecting accommodation.

In all cases, a receipt for the hotel costs should be obtained that is made out either in the name of the "PSA" or in your own name. Receipts made out in the name of your normal place of work will be returned to you unpaid. You will then need to contact the hotel for a replacement receipt to be made out in the PSA's name or your own.

The cost of overnight accommodation and breakfast should not normally exceed £100 or, if in central London, £200. A higher rate will only be reimbursed with the prior approval of the Treasurer or CEO.

4.2 Meals

Round-sum meal allowances are not paid. A receipt should support all claims for meals. Meals are defined as food and beverages to accompany the meal only. Meal allowances may not be claimed for absences from home of less than four hours duration or, where a meal is provided, for absences of less than eight hours. As a guide, claims for meals away from home are as follows:

- Between 4 and 6 hours, up to £5;
- Between 6 and 10 hours, up to £15;
- For over 10 hours and up to 24 hours, up to £25.

These rates include all meals and drinks in a 24-hour period.

4.3 Incidental expenses

The PSA will not reimburse any incidental expenditure, such as tips for waiters, etc.

5. EXPENSES AND TAX

5.1 General

It is PSA policy only to reimburse for actual out-of-pocket expenses incurred, for which there is no tax liability. Claimants would only be liable to pay tax if payments were made that either exceeded actual expenditure, or that were not supported by original receipts. The PSA has a dispensation in force from the Inland Revenue and does not have to report normal expense payments to them.

5.2 Drivers and tax

The PSA reimburses for mileage at a tax-free mileage rate; therefore, the Inland Revenue assumes the claimant has made no profit. The PSA pays 45p per mile for the first 100 miles and 25p thereafter in line with standard HMRC mileage allowances. Mileage will only be paid up to the amount of the standard second-class rail fare. These rates apply only in your privately owned car, and are regardless of engine size. In addition, a further 5p per mile will be paid for one or more passengers attending the same event.

6. EXPENSES AND WELFARE BENEFITS

For those persons undertaking voluntary work for the PSA who may be in receipt of welfare benefits, the receipt of payment for expenses whilst volunteering for the PSA should not affect any welfare benefits that volunteers may receive. Problems may arise if the volunteer is paid more than actual out-of-pocket expenses, in which case they may be classed as a "paid" volunteer and this could put any welfare benefits at risk. The PSA only pays out-of-pocket expenses, so this should not be a problem.

7. CONTACT DETAILS

For advice on any item relating to expenses, please contact the PSA Finance Officer or Chief Executive.