

BTS – Reimbursement of Expenses

- RAIL: BTS will reimburse rail fares up to value of standard class rail travel only.** First class rail fares can normally be claimed where the journey time exceeds 4 hours each way. Under some circumstances it's possible to book advance first class fares cheaper than standard class travel and these exceptions are acceptable provided prior approval from the Chief Executive is obtained. Wherever possible, BTS would appreciate the use of rail fares such as Advance Savers or off-peak travel if advance booking is not an option. Split ticket options will often give you the same train journey (without needing to unnecessarily alight the train) at a discounted cost. **When claiming rail fares, the receipt MUST show the class of fare purchased as well as the amount and date. If a receipt of this type is not provided, the Society reserves the right not to reimburse the cost.**
- AIR** travel will not be reimbursed for journeys originating and ending at airports in England and Wales. Exceptions are only made in special circumstances and must be with the prior consent of the Chief Executive who will consult with the Hon. Treasurer if necessary. BTS will reimburse air fares from Scotland and Northern Ireland. The best standard fare should be obtained wherever possible. **BTS will NOT reimburse Club / Business or First Class air travel, nor seat choices or additional baggage.**
- CAR** mileage of 45p per mile may be claimed if this is the most cost-effective mode of travel. Public transport should be used wherever possible. When claiming mileage, evidence of the journey taken should be provided for example using sat nav images, mileage on cars or Google map journeys.
- TAXI** first choice for travel should be tube, train or coach rather than taxi; where these options are available taxi fares will not be covered without pre-approval. Reasonable return travel via taxi from your home to the airport will be covered by BTS (if the ticket is in excess of £50 one-way, this will need to be pre-approved by BTS).
- BICYCLE** Those who use bicycles to travel on BTS business may claim 50p per mile. Evidence of mileage should be provided.
- OVERNIGHT** expenses are allowable only in certain circumstances. Committee or other working group meetings at BTS HQ are usually timed to start at a reasonable hour to avoid the need for an overnight stay. If an overnight stay is required, permission to incur expenditure of this nature should be sought in advance from the Chief Executive. An overnight allowance of up to £150 is made (upon production of receipts) for locations outside of London; claims of up to £250 may be made for stays in London (upon production of receipts). Please book early and make use of special offers.
- SUBSISTENCE** expenses (meals, snacks etc) are usually not payable. Permission to incur expenditure of this nature should be sought in advance from the Chief Executive who will consult with the Hon. Treasurer if necessary.
- SHARING COSTS:** Please consult the Chief Executive if there is a possibility of 'sharing' costs (for example if you attend a meeting elsewhere on one day for another purpose and stay overnight to attend a BTS meeting the next). Normally, a 50% split with the other organisation would be allowable, and welcome, in such circumstances.
- RECEIPTS** must be attached to claims, as outlined above, showing full details. The claim will be sent back if appropriate receipts are not available as they are an audit requirement. Images of receipts are accepted.

10. **Please submit your claim within 4 weeks of the activity.** We regret that we will not be able to pay claims if submitted three months or longer after the event. Contact the Chief Executive via finance@brit-thoracic.org.uk if you have queries about these requirements or any other questions regarding travel and subsistence claim
11. **DocuSign** is used for processing expenses, your personal data will be held on their system for 35 days before deletion. See our Privacy Policy for more information.