

BTS – reimbursement of expenses

1. **RAIL: The Society 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 is possible to book advance first class travel fares which are cheaper than standard class travel and these exceptions are acceptable provided prior approval from the Chief Executive is obtained. Wherever possible, the Society would appreciate the use of rail fares such as Advance Savers. **When claiming rail fares, the receipt MUST show the class of fare purchased as well as the amount. If a receipt of this type is not provided, the Society reserves the right not to reimburse the cost.**
2. **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. The Society will reimburse air fares from Scotland and Northern Ireland. The best standard fare should be obtained wherever possible. **The Society will NOT reimburse Club / Business or First Class air travel.**
3. **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.
4. **BICYCLE** Those who use bicycles to travel on BTS business may claim 50p per mile. Evidence of mileage should be provided.
5. **OVERNIGHT** expenses are allowable only in certain circumstances. It is usually not possible to stay overnight if attending a meeting of a main Committee or Group meeting at BTS HQ which are timed to start at a reasonable hour. 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 £200 may be made for stays in London (upon production of receipts). Please book early and make use of special offers.
6. **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.
7. **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.
8. **RECEIPTS** must be attached to claims, as outlined above. The claim will be sent back if appropriate receipts are not available as they are an audit requirement. Images of receipts are accepted.
9. **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