

## Chartered Institute of Linguists

### IoL Educational Trust

#### Travel and subsistence claim policy

##### 1. Background

The aim of this paper is to clarify what costs the Institute will reimburse in the event of travel and subsistence claims being submitted by either members of Council, the Trust Board and other related committees, or by members of staff for official work related journeys. Should claims be paid by Divisions or other related groups, the same policies will apply. Where the term 'committee member' is used below, this is intended to include members of Council, Boards, Committees, Divisions or other Institute working groups.

##### 2. Policy

The Institute will reimburse reasonable costs incurred on official travel, hotels and other expenses on behalf of the CIOL or IoLET. If a claimant is in doubt as to whether such travel or hotel costs are officially sanctioned by the Institute, s/he should check beforehand with authorised Institute staff. Daily travel to and from the office by staff is not reimbursable, nor is subsistence payable to staff if away from the office for part of the day, for instance if at meetings out of the office.

If travel or hotel bookings are not used, the Institute will reserve the right to refuse to reimburse the costs incurred. Such costs may be considered for reimbursement provided the cancellation can be properly justified.

##### 3. Travel

The most economical means of transport should be used and to help reduce carbon emissions we ask staff and committee members to use public transport wherever possible. As most event and meeting dates are known well in advance, Apex and other discounted fares should be used. Members or staff travelling on CIOL / IoLET business can be reimbursed for tickets immediately after purchase, i.e. before the date of actual travel.

Travel will normally be by rail although air or road transport may be considered depending on the circumstances, and subject to prior agreement with Institute staff.

Second class travel will be reimbursed, not first class. If a first class supplement is purchased it will not be reimbursed.

The cost of car travel to stations may be claimed. The current mileage rate is 45p a mile. Parking charges may also be met in such circumstances. Taxi fares may be reimbursed if their use is unavoidable.

All claims must be supported by receipts/tickets where practical. In London, the use of Oyster cards is encouraged, although the initial purchase of the Oyster card (rather than the cost of the actual journey being claimed) will be met by the committee or staff member.

4. Overnight accommodation

Reasonable claims will be met for overnight expenses when necessary. This includes accommodation in a single room with en suite facilities and breakfast. Receipted bills must be presented. The Institute has a contract with Premier Inn hotels and this will be the normal benchmark for accommodation. If staff or members of committees require accommodation, they should refer to Institute staff in the first instance in case the Institute can obtain preferential rates with the nearest Premier Inn hotel, and can make the booking on their behalf. Authorisation should be sought before other hotel bookings are made.

5. Subsistence

The Institute will pay subsistence expenses at the following rates, if meals are not provided as part of the event being attended, or if breakfast is not included in the cost of the hotel:

For absences away from home

up to 6 hours	-	£5.00
6-12 hours	-	£10.00
12-24 hours	-	£20.00

If instead of requiring hotel accommodation a staff or committee member is able to stay with a friend, £20.00 may be claimed in addition to the subsistence allowance above, for flowers or other gift to their host. As with the subsistence figure given above, receipts must be provided for the expenses incurred.

6. Other expenses

Claims may be made for other expenses, incurred on agreed business, such as phone or internet connectivity charges, or foreign exchange charges. Details of expenses claimed and receipts must be attached. Prior authorisation for expenses that exceed the norm should be sought from authorised Institute staff.

7. Maximum payments

The total reimbursement for attendance at meetings is unlikely to exceed £250.00. If the cost of attendance is likely to exceed this amount – for example if a committee member based outside the UK attends a meeting in the UK and has to stay overnight – prior authorisation may be obtained from an authorised member of Institute staff.

8. Payment will be by bank transfer into the claimant's bank account, details of which should be provided with the claim form.

## NOTES:

Authorised Institute staff will normally be the staff member responsible for organising the meeting or event being attended. If it is an external event, authorisation should be sought from the CEO or his/her deputy.

All claims must be supported by RECEIPTS where appropriate. VAT receipts should be submitted wherever possible to enable the CIOL / IoLET to reclaim VAT.

It is important that claims are processed within a reasonable timescale so that costs incurred throughout the year can be allocated to budgets and we have up to date information on expenditure. For this reason we ask that claims be submitted as soon as is practically possible but, in any event, within 3 months of the expenses being incurred. The CIOL / IoLET financial year ends in August and all expenses incurred before 31 August must be submitted in time for payment in the same financial year. Late claims will only be paid in exceptional circumstances.