

## **INCOSE UK Chapter**

### **Expenses Policy**

#### **Background**

INCOSE UK's Articles of Association dictate that officers may not receive payment for their duties, but they may receive expenses in the pursuance of their duties.

Traditionally we have relied on the generosity and commitment of officer's companies to cover the costs of travelling to meetings, provide meeting facilities and meeting refreshments. Hopefully this will continue, but there are those who are not able to recoup expenses either because their employers do not provide unconditional support for INCOSE activities, or they are self employed. There are also situations where it would be appropriate to use a neutral venue for committee meetings which would incur either direct (room hire) or indirect (refreshments) costs for its use.

Against this background this expenses policy has been prepared to establish an equitable basis for paying expenses.

#### **Policy**

INCOSE UK will reimburse reasonable expenses incurred by its officers in pursuance of their INCOSE UK duties. It is intended that this policy supplements but does not replace the existing arrangements where officers expenses are reimbursed by their employers. The following conditions apply:-

1. Expenses may only be claimed by INCOSE UK officers, elected to the Board of Directors or co-opted by the Board. Other members may benefit from the expensed items (e.g. refreshments provided for a working group meeting), but are not entitled to claim for expenses on their own behalf unless specifically agreed by the UK Board.
2. Anyone making a claim must have considered alternative funding options before committing INCOSE funds.
3. Prior agreement shall be sought from the President or Finance Director for individual expense claims likely to exceed £50 or cumulative expenses exceeding £250 within a single financial year (1 June to 31 May). INCOSE UK reserves the right to refuse payment for expenses incurred without appropriate authorisation.
4. Expenses other than for UK travel, refreshments and room hire will be subject to prior approval by the Board. Travel to INCOSE events will only be reimbursed for officers who have been nominated to attend as a Board representative or spokesperson. This could typically include Regional Events in another country or distant working group meeting, but not UK national events, where the usual "member pays" principle will apply.
5. Expenses will only be settled after they have been incurred – advance funding will not be allowed. It is assumed that Officers will make use of credit cards to avoid incurring interest payments. Expenses will be reimbursed by cheque.
6. Expenses claimed by officers will be monitored and may be published in the INCOSE UK accounts to provide transparency to our members and sponsors who fund our activities.
7. Where meeting refreshments or facilities are provided through a catering company it is preferable for the payment to be made through an invoice charged directly to INCOSE UK Ltd.

## **Basis for Expense Claims**

1. Travel by car will be reimbursed at the prevailing rate specified by the HM Revenue & Customs for privately owned cars, noting that claims over 10,000 miles (including claims through other organisations) attract a lower mileage rate. Company cars (or company funded cars) will be reimbursed at the mileage rate offered by the relevant employer.
2. Travel by rail will be reimbursed at Standard Class levels, and full use should be made of advanced purchase or travel cards to minimise the costs.
3. Air travel will be reimbursed at economy level, and full use should be made of low cost carriers and advanced purchase to minimise the costs.
4. Overnight accommodation will only be reimbursed in exceptional cases and will require prior approval by the Board. All reasonable steps should be taken to minimise costs.
5. Refreshment costs must be held to reasonable levels, commensurate with the nature of the meeting/event concerned. If a high standard of cuisine is desired, it would be acceptable to claim for an INCOSE subsidy with the remainder being paid for by the claimant.
6. All claims must be supported by receipts as evidence of the expenditure (VAT receipts are required). Car mileage shall reflect only the additional mileage incurred in attending the meeting (i.e. excluding any mileage that would normally have been incurred).
7. Travel related claims of less than £10 per occasion will not be considered, in recognition that expense claims should be the exception rather than the rule. Also the workload incurred through processing the claim is out of proportion to the costs incurred.
8. Claims for stationery, stamps and other out of pocket expenses incurred for official INCOSE business are admissible, but these should be accrued to £10 or more before claiming.

## **Submission of Claims**

Claims shall be submitted to our accountants at the address given below, using the expense claim form. The expense claim form is in Excel format, and may either be completed electronically or by hand. In either case, a printed version of the form, complete with an original signature of the claimant is required. The accountants will issue a cheque for the amount claimed and forward it to an INCOSE bank signatory to sign, who will also verify the claim. The signatory will either forward the cheque to the recipient, or make them aware of any reason why the claim is disputed. This process ensures that valid claims are processed as quickly as possible, and that disputed claims are still logged in the finance system.

Amounts over £2500 require two signatures on the cheque and this will take longer to complete. Officers who are signatories for the INCOSE UK bank account must not sign cheques for their own expenses.

Address to send claims:-

Alison Smith  
Brook Financial Management Ltd  
Meads Barn  
Ashwell Business Park  
Ilminster  
TA19 9DX