

Expenses Policy

The Inns' External Observers (EOs) can claim the cost of expenses incurred when attending events for the Inns. This document sets out the rules and procedures for claiming reimbursement.

- All claims for expenses will need to be made on the approved claim form (as attached). Copies can be obtained from the Inn to which the EO is assigned.
- Original receipts should be retained and attached or scanned in with the claim form.
- Expense claims will need to be submitted within 1 month of the date on which the expense was incurred.
- Expenditure will be reimbursed to EOs by BACS payment.
- Travel expenses will be refunded to those travelling from within the UK only unless authorised by the Inn in advance.
- One claim should be submitted for each individual trip/occasion.

Rail/Coach Travel

EOs are expected to plan ahead and take advantage of advanced booking and other concessions whenever possible. EOs are encouraged to make use of public transport where available taking into account issues of adequacy, reliability, safety and physical ability.

EOs may travel first class only if they are prepared to meet the difference between the First Class and the cheapest Advanced Standard Class fare at their own expense.

Should an event run so long such that the specified time of travel associated with an advanced booked ticket is missed, then any additional cost incurred may be claimed. Receipts for the original and subsequent ticket purchase must all accompany the expense claim.

Should an event run short additional expense incurred in travelling earlier than the specified time on an advanced booked ticket will not be reimbursed.

Use of Taxis

Taxis will only be reimbursed between the venue and the nearest station where public transport is not available.

If for any reason the normal route home is affected the Inn may refund other expenses incurred. This could include the use of taxis.

If there is a valid reason for taking any other taxis this must be approved in advance eg. disability, pregnancy or public transport not being readily available.

Air Fares

In the event of air fare being the cheaper mode of travel, the Inn has discretion to reimburse these costs, however EOs must seek approval from the Inn before booking.

Using own car

EOs who use their own vehicles for travel to and from the venue may claim reimbursement as set out below:

Mileage should be calculated from the home base with the departure and destination detailed on the claim form. Expenses incurred will be reimbursed using the HMRC approved mileage rates ie. for the first 10,000 business miles in the tax year 45p per mile and then 25p for each business mile over 10,000.

The EO should ensure that their insurance cover extends to business use and the insurer should, if necessary, be asked to endorse the certificate to confirm that occasional business use is covered by the insurance policy.

COIC will not accept liability for any injury or damage arising from the use of private motor vehicles while on business occasions.

Use of a motorcycle

Should a claimant use a motorcycle for travel then the procedure for use of a car applies except that an allowance of 24p per mile can be claimed. As with car use the EO should ensure that the appropriate insurance arrangements are in place.

Car Parking/Tolls/Congestion Charge

Parking is currently free at the majority of venues used for Qualifying Sessions. To park at one of the Inns please contact the relevant Inn to make arrangements. Parking fees incurred, excluding any parking fines or other penalties, can be claimed provided an original receipt is produced.

Out of pocket expenses

EOs may claim the cost of small out of pocket expenses where it is not normally possible to obtain receipts. Examples of such expenses are parking meters (but not fines), tube travel where an oyster card is used and rent-a-bike charges. All items claimed should be itemised and described fully on the claim form.

Subsistence

Food/drink costs while travelling may be claimed for actual expenditure within maximum limits as follows.

- Journeys over 90 mins in duration: Beverage/Snack £5
- Journeys at a time when a meal would normally be taken: Breakfast - £10, Lunch - £15, Dinner - £25
- The total amount claimed for any 24 hour period must not exceed £50.

Where a meeting or event is scheduled for a whole day and lunch is not provided lunch to a maximum of £15 may be claimed. Where a meeting or event necessitates an overnight stay and dinner is not provided a maximum of £25 may be claimed for dinner and £10 for breakfast.

Accommodation

It may be necessary to stay overnight when attending an Inn event. The Inn will book accommodation to ensure a low/reduced rate is obtained where possible. The Inn will confirm booking dates prior to travel. Accommodation will be provided only where it is not possible to arrive on time for an event in the morning or if it is not possible to return home at a reasonable hour after an event in the evening.

Bookings will usually be made on a Bed and Breakfast basis only. All extras must be settled on departure.

It may not always be possible for the room costs to be settled in advance. The EO will be notified in advance when this occurs and EOs will be required to settle the entire bill when checking out.

Prior authorisation should be sought from the Inn regarding EOs making their own arrangements.

The maximum reimbursement for a room will be £145 within central London and £105 outside of central London within the UK.

Where accommodation costs are saved by staying with friends, relatives or other hosts, an allowance of up to £25 per night may be claimed.

Expenses Claim Form

Name:	
Event & Date(s):	

For train / taxi travel

Details of receipts attached:	
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For travel by car/ motorcycle

Mileage rate being claimed ie. 45p or 25p.	
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Outward Journey:

Postcode of departure point:		Number of miles:		Cost of Mileage:	
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Return Journey:

Postcode of arrival point:		Number of miles:		Cost of Mileage:	
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Additional Expenses:

Item	Amount Claimed

Total amount claimed:	£
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Payment details:

Account holder:	
Sort code:	
Account number:	

Please return the form (with receipts where appropriate) by email/post to
XXXX, The Honourable Society of XXXX, London XXXX
someone@Inn.org.uk
