

Healthcare Infection Society
Expenses Claim Form

<p>Please complete and email this form and receipts to:</p> <p>HIS Finance Montagu House 7E Wakefield Street London, WC1N 1PG</p> <p>Email: finance@his.org.uk</p>	<p>Claimant name:</p> <p>Address:</p> <p>Bank Account No:</p> <p>Sort code:</p> <p>IBAN (international payments):</p>
---	--

TRAVEL EXPENSES (include postcodes for mileage claims)

Date	From	To	Mileage/Fare (£)	Purpose
Total Travel Expenses				

OTHER EXPENSES

Date	Description	Cost (£)	Purpose
Total Other Expenses			

Total Expenses

Signed (claimant)

Date

Authorised (HIS)

Date

Travel and Expenses Policy

Official HIS Business

Claimants will be offered full reimbursement of out-of-pocket expenses incurred on behalf of HIS, provided that the nature of these expenses has been authorised by the Treasurer or member of the HIS staff team. If claims fall outside of the scope of the **Travel Allowances** detailed below, then advance agreement should be sought via the Society office (finance@his.org.uk).

All claims must be submitted via the HIS office by email (finance@his.org.uk), **with original or scanned copies of receipts**, and within three months of the expenditure being incurred. The Society is a charity and claimants are expected to keep expenses to a minimum.

Travel Allowances

Claimants should seek to minimise the cost of travel by booking tickets in advance and taking advantage of available discounts. Reimbursement of expenses will be calculated using the most cost-effective method of travel.

Air travel: Economy fare only within UK and Europe. Overseas travel must be agreed with the appropriate Officers in advance (via the Society office) and will be reimbursed at Economy rate, unless the duration of the flight exceeds 6 hours, where Premium Economy (or equivalent) may be used. Business Class can **only be used** when travel via particular airlines and routes are pre-authorised by the Treasurer via the Society office.

Rail travel: Claimants should endeavour to purchase the most economic tickets available, in advance of the date of travel.

Mileage: In accordance with the HMRC Mileage Allowance Payments (MAPs), mileage allowances for claimants using their own car for business will be at a rate of **45p** for the first 10,000 miles and **25p** per mile thereafter.

Parking: Parking will be reimbursed at cost on the submission of supporting receipts.

Taxi: Taxis should be used only where essential and will not be reimbursed for journeys of over 20 miles.

Bicycle: In accordance with the HMRC MAPs, mileage allowances for claimants using their own bicycle for business will be at a rate of **20p** per mile.

Accommodation

Permission to claim overnight accommodation must be sought in advance. Accommodation will typically be arranged for you via the HIS office. In cases where bookings are by an individual, the cost of overnight accommodation will be reimbursed on production of a receipt and should not exceed: • Central London: £230 per night • Elsewhere in UK: £150 per night • Overseas: £170 per night

Meals and Subsistence

Reasonable claims towards expenses incurred for meals and subsistence will be permitted. As a guide:

- Breakfast and Lunch: £7.50
- Evening meal: £25

Entertaining

The Society will not normally reimburse entertainment expenses. Where considered appropriate, permission must be sought in advance.

General

Where tickets have been booked in advance to achieve lower rates, and the meeting date is consequently cancelled or altered, then reimbursement can be claimed for the cost of such cancellation or amendment.

HIS may also reimburse advance tickets if a claimant cannot attend a meeting for unavoidable and unforeseen reasons with the agreement of the Treasurer or Chief Executive. By signing this form the claimant is confirming they have not received reimbursement from any other source.