



## **National Board Expenses**

National board members are entitled to claim expenses for work undertaken as part of their board role. Details of entitlement and how to claim are described below. Expenses other than those listed will not be paid unless discussed with the Finance Director first. Expenses are regularly reviewed by the Finance Director and discussed at the executive board meeting.

### **Subsistence**

- Breakfast including any drinks will be reimbursed to a limit of £7.50.
- Lunch including any drinks will be reimbursed to a limit of £7.50
- Evening meals including any drinks will be reimbursed to a limit of £30 per person per night.
- Reimbursements will be made in full for all receipts submitted up to the limits of £7.50 and £30 as stated above. Any costs incurred over these limits will be the responsibility of the individual.
- All other associated costs related to staying away from home e.g. bar bills, phone calls, newspapers and snacks etc will remain the responsibility of the individual.
- All rates are subject to change.

### **Accommodation**

Bed and Breakfast accommodation will be booked for all those members with particularly excessive travelling time. Wherever possible accommodation should be booked centrally and as far in advance as possible.

### **Mileage & Travel**

The term “travelling” includes:

- Standard class rail fare (or other options if cheaper than standard class)
- Economy class air fare
- A mileage allowance will be paid at the HMRC approved rate and must be accompanied by VAT receipt for fuel.
- Car parking fees and any related tolls whilst on BACCN business will also be reimbursed.
- Taxi, bus fares or tube fares from home to nearest rail station or airport and between destination rail station or airport and meeting venue.

All travel should be at 2nd class or economy rates and booked centrally where possible. Costs for representing BACCN at external meetings or working parties should be charged back to the hosting organisation or company wherever possible.

### **Consumable Items**

Board members are entitled to claim for reasonable out of pocket expenses incurred during BACCN business.

## **Gifts**

No gifts will be paid for from charitable funds to members, National Board or employed contractors, with the exception of leaving gifts for national board members/employed contractors up to a maximum of £50.

## **Claims and Receipts**

All expense claims must be submitted using the claim form available via the BACCN website (<https://www.baccn.org/members/board-resources/>). Board members must provide sufficient information on the form detailing the type of activity being claimed for. Original receipts must be submitted with all claims for proper accounting purposes. Expenses presented without a receipt will not be reimbursed.