



The British Porphyria Association

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Durham City
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Charity No: 1089609
www.porphyrria.org.uk
0300 30 200 30

Expenses policy

The British Porphyria Association (BPA) believes that its trustees, staff or volunteers should be able to undertake duties on behalf of the BPA without being out of pocket. The costs of reasonable expenses incurred in carrying out BPA duties can be reimbursed and we encourage committee members to do so.

Some people occasionally choose to waive, or not claim, part or all of the expenses to which they are entitled and the BPA greatly appreciates the generosity of all who choose to act in this way. However, to ensure that the true costs can be reported accurately and budgeted for, please claim the full reimbursement to which you are entitled and then back-donate the requested amount to the BPA. This also makes the donation, for those who qualify, eligible for Gift Aid.

This policy explains when, what and how expenses can be claimed, so as to ensure a fair and transparent system.

General guidance

As a small charity, the BPA has a responsibility to ensure that all charity expenditure is necessary and reasonable. We expect anyone claiming expenses to make bookings or purchases sensibly and try to gain good value for the charity, whilst ensuring they don't incur any hardship or discomfort. We are aware that people undertaking actions for the charity may have greater needs due to their medical condition and this will be taken into account by trustees when considering expenses.

Where possible, tickets should be booked as far in advance as possible, making use of concessions, special offers or discounts.

Sometimes a travel bursary or allowances will be available from external meeting organisers, depending on the context of the meeting. Check whether this is an option before submitting claims.

Who does this expenses policy apply to?

This policy applies to committee members, trustees, staff and volunteers undertaking tasks on behalf of the BPA. If in doubt, please check with the treasurer treasurer@porphyria.org.uk.

How are expenses to be claimed?

Expenses should be claimed within eight weeks of the expenditure occurring.

Expenses can be claimed by returning the BPA expenses claim form, along with all supporting receipts/documents to either: BPA Treasurer, Rothlea House, 7-8 Quarry Lane, Butterknowle, Bishop Auckland, DL13 5LL or treasurer@porphyria.org.uk.

The BPA aim to process all expense claims within four weeks of the form being received.

All expense claims are checked and approved by the Treasurer and another BPA Trustee.

What expenses can be claimed?

Common expenses are likely to include:

TRAVEL	
To and from committee meetings or meetings/events attended on behalf of the BPA.	
CAR	<ul style="list-style-type: none"> • Mileage allowance can be claimed at 40p per mile. Use AA Route Planner or Google Maps to calculate the shortest route. • Parking costs, tolls or congestion charges can be claimed by submitting a receipt/ticket or credit/debit card bill showing the fee. • The BPA will not reimburse the costs of parking or speeding fines.
PUBLIC TRANSPORT	<ul style="list-style-type: none"> • Expenses for travelling on public transport (including bus, coach, train, tube, tram, and, where appropriate, ferry or air travel) can be claimed for standard class only. • Travel should be for the most practical and economic route. • Expenses can be claimed by submitting a receipt/ticket or, where this is not possible, a credit/debit card bill showing the fee.
TAXIS	<ul style="list-style-type: none"> • The use of taxis should be kept to a minimum. Additional charges should be avoided, e.g. waiting charges. • Expenses can be claimed by submitting a receipt or, where this is not possible, e.g. for an Uber, a credit/debit card bill showing the fee.
ACCOMMODATION	
On occasion where BPA representatives require an overnight stay (such as where an event will be long or starts early, and where there is lengthy travel) the cost of rooms will be reimbursed.	
ROOM	<ul style="list-style-type: none"> • The cost of a reasonable standard room will be reimbursed, location dependent, up to a value in the range of £40 - £150. To be approved by the BPA treasurer and a trustee. As a guide, a standard room in a Premier Inn or a Travelodge is usually a reasonable price. • Accommodation should be booked as far in advance as possible, making use of special offers or discounts. • If the BPA has secured a reduced room rate at a specific hotel, it is possible to claim the cost of a different hotel if it is equal to or lower than the deal offered.
SUBSISTENCE ALLOWANCES	<ul style="list-style-type: none"> • If the cost of breakfast is not included within the accommodation cost, this will be reimbursed up to the value of £10. • When away from home on BPA matters, you may claim the cost of lunch and/or an evening meal. Lunch up to £5 and an evening meal up to £15. If attending an event where a lunch or other meal is provided, then that meal cannot be claimed. Please keep and submit all food receipts. <i>As a guide, the current HMRC benchmark subsistence rates are: £5 for qualifying travel of 5 hours or more, £10 for qualifying travel of 10 hours or more; and £25 for qualifying travel of 15 hours or more; and, where the travel is ongoing after 8pm.</i>
TRAVEL INSURANCE	
To comply with the Charity's insurance, when undertaking work overseas on behalf of the BPA you must have suitable valid personal travel insurance cover for the country you are visiting and disclose the nature of the trip to the travel insurer. Only cover taken out wholly and exclusively for BPA travel can be reimbursed.	
STATIONERY/TELEPHONE/POSTAGE	
Administration costs incurred whilst undertaking BPA duties, for example, postage, stationery and telephone costs, can be reimbursed by the BPA by providing receipts.	

Review

This policy is reviewed regularly and updated as required.

Adopted: August 2019

Last reviewed: May 2020

Signed:  NameJohn Chamberlayne.....

Position:BPA Chair.....