

**OFFICERS, COUNCIL AND
COMMITTEE MEMBERS**

**CLAIM FOR TRAVEL EXPENSES – PLEASE NOT REVISD GUIDANCE OVERLEAF
REGARDING SUPPORTING DOCUMENTATION**

Surname Initials Title

Address

Date of travel

From To

Amount claimed for travel by

Train/plane

Underground/bus

Other (please specify)

Total

Please attach tickets (if not required for the return journey) or receipts

Please tick here if you have received payment from us by electronic transfer. If not, please supply details overleaf.

Email address, in case of queries

Please give reason for travel

Comments

OFFICIAL USE ONLY

Authorised Date

Amount paid Payment reference (e.g. bacs no.)

Budget code **570300 ()**
Please add relevant cost centre

TRAVEL ON ACADEMY BUSINESS WITHIN THE UK

GUIDELINES FOR EXPENSE CLAIMS

The Academy asks those travelling on its business to make their own travel arrangements, using, wherever possible and within reason, the most economical mode of transport available. Reasonable attempts should be made to secure cheap fares (off-peak, second-class rail fares; Apex air fares, etc). *Please do not expect to be reimbursed for **first class** or **business** travel unless there are special circumstances that justify the extra expense - please attach an explanation.*

Full details of travel expenses (such as copies of tickets) together with a supporting VAT receipt or invoice must be provided to satisfy auditor and policy requirements. Failure to provide these may result in a claim being rejected or held until such time the documents are received.

If claimants are unsure about any aspect of their travel costs, they should speak to whichever member of Academy staff is responsible for the event they are travelling to attend.

Travel by rail

Wherever possible standard or off-peak fares should be used.

Travel by private car

Mileage expenses of 45p per mile up to a maximum of 10,000 miles may be claimed. Over this limit reimbursement rate is 25p per mile.

Travel by air

Please have special regard to value for money, and wherever possible use low cost airlines such as EasyJet and economy or Apex fares should be used. The cost of last minute standard price fares may not be justified. If in doubt, please consult the Academy.

Other expenses (eg taxi fares)

Please give details, with supporting documentation. Note that food and accommodation expenses are not normally reimbursed, and will not be reimbursed without prior approval. (Fellows may claim for overnight accommodation only for Academy recommended hotels and only where the total cost of attending meetings of the Academy is thereby reduced - for example, when called upon to attend meetings of the Academy on consecutive days; or where, by staying overnight, peak travel costs can be avoided.)

Payment

If you wish your expenses to be paid direct into your bank account, please provide the following details:

Bank name and address:

Account name:

Account number

Bank sort code