

Expense claim form



The British Psychological Society

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E-mail: accounts@bps.org.uk

Name, initials and title *(BLOCK CAPS)*

Membership no.

Address

Date of meeting Location of meeting

Title of meeting Member Network

(please give name of Division, Section, Special Group, Branch)

Travel

1. By **RAIL** (standard class)

from to single/return £ · p

2. By **CAR** miles @ 43p per mile

from to £ · p

3. By **AIR** (economy class or equivalent)

from to £ · p

Hotel accommodation

London/International bed & breakfast up to £150 Mark applicable box £ · p

Outside London bed & breakfast up to £105 £ · p

Meals

Breakfast (Max. £8) Lunch (Max. £8) Dinner (Max. £28) Mark applicable box £ · p

Other expenses £ · p

All expenses are paid directly into the nominated bank account, no cheques will be issued. Total £ _____ · _____ p

Bank sort code..... Bank a/c no..... Name.....

Declaration:

I certify that this claim provides a current record of expenses necessarily incurred in attending/arranging the above meeting and that I have not claimed any part of these expenses from any other organisation. Supporting receipts are attached.

Signature Date

FOR OFFICE USE

Approved Date Code

See over

Travel expense guidelines



The British
Psychological Society

- It is the policy of the Society to reimburse individuals for all reasonable expenses incurred while on Society business.
- All claims must be submitted for payment within 30 days of a meeting. Payment will be made 15 working days after the claim has been authorised.
- Receipts, tickets, etc. must accompany the expenses claim. Reimbursement cannot be made without them.
- The Society is keen to contribute to reducing carbon emissions. Members are asked to think about the reason for travelling and if new technology may help avoid the journey. The office can provide details of services available.
- Staff and members are expected to use public transport wherever possible.
- **Air Travel:** Generally claimants are expected to book well in advance as considerable savings can be made. The internet is a good place to look for bargain tickets. The Society will only reimburse economy class or equivalent. International travel requires prior authorisation for staff and members.
- **Rail travel:** The Society will reimburse standard fare only. Tickets booked well in advance will almost always incur savings
- **Buses and underground:** The use of public transport is encouraged wherever practical.
- **Taxis:** There are times when it is appropriate to use taxis (e.g. heavy bags, late at night, security concerns). A short explanation should be attached.
- **Hotels:** Claimants are encouraged to use the Society-approved booking agency:
Choice Locations Ltd
Unit C1
Castle Vale Enterprise Park
Park Lane
Birmingham B35 6LJ.
Tel: 0844 335 2226; fax: 0121 749 7676.
E-mail: sales@choicelocations.co.uk
The cost of incidental expenses, e.g. newspapers, alcohol and 'pay-per-view television' will not be reimbursed.
- **Hire cars:** Staff and members may not hire cars for undertaking Society business without prior authorisation from the Finance Director. Any authorised hire arrangement is at the hirer's risk.
- **The use of hire cars or personal cars:** The Society takes no responsibility for legal costs or costs of mechanical failure arising from their use.
- The Finance Department should be consulted in advance for guidance concerning exceptional circumstances not covered by these guidelines.

Professor Pam Maras
Honorary General Secretary

June 2014

Professor Ray Miller
Honorary Treasurer