

Name: _____	Authoriser name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

* Declaration: The expenses were actually and necessarily incurred in respect of IET activities, are not reimbursable by any other organisation and comply with IET expenses policy (overleaf). My total UK mileage claim at the higher rate for all organisations does not exceed 10,000 miles. I confirm, where I have claimed mileage expenses, that the vehicle has insurance cover which includes my volunteer activities. Outside the UK my claim is consistent with local taxation and other relevant legislation.

Meeting of: _____ Location: _____ Date: _____ Contact: _____

DATE	Sterling expense details (original receipts attached)	Car mileage	Rate	Mileage claim	Travel	Hotels	Meals	Other	Total claim	Office use (wrkordr)	Office use (account)

Non-sterling currency used: _____ Exchange rate: _____ /£

DATE	Non-sterling expense details (original receipts attached)	Car mileage	Mileage rate	Mileage claim	Travel	Hotels	Meals	Other	Total claim	Office use (wrkordr)	Office use (account)

Name: _____
 Address _____

 Country _____
 Postcode _____
 Member No. _____
 email: _____

GB £ value
 Total GB £ _____
 VAT (Finance Only) _____
 Net (Finance Only) _____

Bank details

Sort Code / Swift Code _____
 Bank Account or IBAN No. _____ Payment will be notified separately
 Bank Account Name _____
 Or enter yes if details already supplied

Please print, sign and attach your receipts before returning to your staff contact at either IET, Michael Faraday House, Six Hills Way, Stevenage SG1 2AY, UK or Savoy Place, London WC2R 0BL, UK

Guidelines to claiming expenses for attending meetings of the Board of Trustees, Council, or any Institution of Engineering and Technology Board, Committee, Sub-Committee or Working Party, and Authors presenting papers at technical or Local Network meetings.

It is in the interests of the Institution of Engineering and Technology (IET) that Committee, Speakers', Authors' and Local Network travelling expenditure should be under effective control. All Volunteers, including Members and non-members, incurring such expenses may apply for reimbursement, if necessary. There are no notional expense allowances. Please see the "Expenses Policy for Volunteers" for full policy details. Expenses actually incurred, not reimbursed by another body, will in general be met subject to the following conditions:

(1) Only the actual expense necessarily incurred on IET business can be claimed, e.g. expenses cannot be paid for voluntary attendance at dinners or evening meetings, which incur consequential overnight accommodation or evening subsistence. All claims must be supported by tax receipts.

(2) Please enter the currency and amount for each category of expenditure. Please keep entries in different currencies in separate columns. Please enter the exchange rate incurred in respect of converting between currencies in the column marked 'Exch rate' and include any documentary evidence with this claim.

(3) Air travel

only with the prior arrangement of the relevant Board or Committee Secretary, Volunteers may make their own travel arrangements. All flights, irrespective of how booked, will be at Economy Class where the flight time is less than 4 hours. Premium Economy Class may be used for flights where the flight time is more than 4 hours. Business Class can be used for flight times in excess of 18 hours and may be considered on a case by case basis where the flight time is more than 8 hours and reasons confirmed with your staff contact before booking. In addition, you may arrive up to 24 hours before a meeting, if necessary because of the combination of available flight times and the need to recover from the journey and so also incur overnight accommodation. In all cases,

(4) Train/bus/ferry etc.

Claims for the use of public transport should be at standard class rates and supported by a ticket or, if not available, a receipt or credit card voucher. Where a journey exceeds 90 minutes, First Class rail travel may be considered if necessary, e.g. if the time is required to undertake IET business. The use of sleepers is reclaimable where appropriate, cost effective and receipted. Volunteers are strongly urged to take maximum advantage of discounted fares where they are available (e.g. holders of senior or young persons railcards, 'savers', advanced booking of travel etc.). Taxis may be used where necessary, if cost effective and receipted.

(5) Private car

Where public transport is not readily available, a private car may be used. You will be required to declare on the expense form that you have a valid motor insurance policy in place that includes cover for driving as a volunteer. The expense claim should cover the cost of fuel and a proportion of "wear and tear" at a rate appropriate for the locality. In the UK the current tax free mileage allowance as notified by HMRC should be used (for 2018/19: being 45p per mile for the first 10,000 miles undertaken for all organisations in a tax year and 25p per mile thereafter - all rates can be at <https://www.gov.uk/government/publications/advisory-fuel-rates>). Volunteers outside the UK should indicate the rate they are claiming in place of the UK rate on the form. Volunteers are responsible for complying with their local taxation regulations in respect of such claims. Where a company vehicle is used volunteers should claim for petrol only where this is lower than 25p per mile. Toll and car park charges should be claimed at cost.

(6) Accommodation & subsistence

Where it has been agreed with IET staff that overnight accommodation is necessary, arrangements in the UK should be made by the staff. Maximum rates, including breakfast when necessary, are £180 in London and £100 elsewhere in the UK. Outside the UK these figures indicate reasonable expense. When it has been necessary to stay overnight on IET business the maximum expenditure for an evening meal, including beverages, is £25/head. For lunch the limit is £7/head. Alcohol is not an acceptable expense during working hours.

(7) Other expenses will only be reimbursed if they have been agreed in advance with the IET staff responsible and are fully receipted.

The co-operation of members is sought in keeping all expenses to a reasonable minimum, please note that IET staff do not have individual authority to accept variations from IET expenses policies. Claims must be received no later than 3 months after the date of the journey. It is regretted that late claims cannot be honoured. Please provide your email address so we can notify you of payment.

This electronic version has formulae in some cells to make the completion of the form more efficient and so entry is only required in the cells shaded green - there are comments added to some of those and other cells to assist in the completion of the form. However the signature box must still be physically signed after printing.