

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**

Air travel arrangements for Volunteers travelling on IET business to and from the UK should be made by the IET staff responsible through the IETs approved travel agents. Exceptionally, and 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, advantage should be taken of discounted fares.

(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**

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.