

BHBIA Expenses Policy

This policy applies to all members involved in the organisation and running of BHBIA initiatives and activities – including the Executive Committee, Sub-Committees and those members convening or speaking at BHBIA training courses.

As the BHBIA is a 'not for profit' organisation, it is expected that member companies will provide their time and expertise free of charge.

In addition, it is expected that members will not usually claim expenses from the BHBIA and that involvement in activities is 'self' funded.

However, in exceptional circumstances, claims for expenses will be considered. ***All claims must be agreed in principal with the Treasurer in advance.***

Exceptional circumstances may include, but are not limited to:

- Long distance travel (over 100 miles each way) as a consequence of where the member's home/workplace is located relative to the event venue (standard class rail fare or mileage at the prevailing rate set by HMRC)
- Members attending regular meetings on behalf of the BHBIA who cannot claim through their company expenses
- Limited other expenses such as refreshments (tea/coffee/sandwiches) or office expenses (stationery/photocopying/telephone) where these are essential, have not been pre-arranged by the BHBIA and cannot be claimed through the member's company expenses

Expenses specific to training courses/events

If honoraria or expenses are anticipated for external speakers at a BHBIA event or training course, this should be indicated at the proposal stage. A budget for the event will then be agreed with the treasurer in advance.

The BHBIA will cover the costs associated with room hire, appropriate meals and refreshments and will provide all the administration needed for all events.

For training courses with an overnight stay meals and accommodation will be offered to the course organisers/conveners.

Contract Staff

Travel expenses (standard class rail fare or mileage at the prevailing rate set by HMRC) and office expenses (stationery/photocopying/telephone) can be claimed as incurred or as agreed in the supplier's contract.

Other expenses should be agreed with the treasurer in advance.

How to Claim Expenses

In order to claim expenses, please complete the form below showing expenses incurred supported by original receipts (or scanned copies) or other suitable proof of expense.

All expenses should be clearly outlined on the form describing each expense and reasons for it, the date and the amount.

All expense claims must be submitted within 1 month of the expense being incurred.

Expenses incurred in August and September of any year should be claimed, wherever possible prior to 30th September of that year.

BHBIA's preferred method of payment is by BACS so please include your bank details on the form if possible.

Expense forms and supporting receipts should be sent to BHBIA, Ground Floor, 4 Victoria Square, St Albans, Herts AL1 3TF or via email admin@bhbia.org.uk

