



Expenses Policy

The policy of the Neonatal Society is that members should neither suffer nor benefit financially as a result of any reasonable costs incurred personally while on Neonatal Society business.

These notes are intended to indicate for expense items what is considered reasonable.

Applications for reimbursement of expenses should be sent by email to the Treasurer (helen.budge@nottingham.ac.uk). The email should describe the expense and its cost, and a scanned copy of the original ticket or receipt should be attached to the email.

Reimbursement will be made by BACS transfer, or by cheque under exceptional circumstances.

To prevent any delay in making payment to you, you are expected to obtain approval in advance for any expense items that are likely to exceed this guidance. To find out how to obtain approval in advance, or if you have any queries about expenses or other costs, please contact the Treasurer (helen.budge@nottingham.ac.uk).

Please submit your claim within four weeks from the date of the meeting or event. Please note the absolute maximum time limit for claims to be accepted by the college is 6 months from the date of the meeting or event after which we will be unable to process them.

2. RECEIPTS and TICKETS Travel. To confirm date, class and cost of travel scanned copies of original tickets are required; if the tickets have been collected then scanned copies of original receipts are acceptable instead. The only allowable exceptions to the above requirement for tickets and receipts are tube fares or similar, or car mileage claims.

3. OTHER COSTS Sections 4 & 5 provide guidance on expense items.

4. TRAVEL. The Society expects early booking for all travel tickets so as to take advantage of any significant discounts. If you are subsequently unable to use the booking and the discount means that no refund is payable, the Society will still reimburse you.

4.1 Rail - Where possible please obtain a reduced or discounted fare by booking in advance. Standard Class travel - you can reclaim actual travel costs. First class is not normally refunded except for journeys above 3 hours and where the ticket is booked at least 28 days in advance.

Night: 1st class sleeper fare can be claimed.

4.2 Car, Motorcycle and Scooter - Subject to a maximum of the equivalent rail fare that would have been incurred, mileage will be paid at 25p per mile. This rate does not include depreciation etc but is for the additional costs of the journey only. Road tolls can be claimed. Car parking costs, when connecting to public transport can be claimed. Car parking fines and other fines will not be paid.

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4.3 Bus/Taxi/Tube - Actual fares. Return tube fares within zone 1 will be reimbursed without receipt.

4.4 Air (not overseas) – For the purposes of reducing the Society’s carbon footprint, those travelling on society business are encouraged not to travel by air.

4.5 Air (overseas) - This is subject to separate conditions which should be discussed with the Treasurer.

5. OVERNIGHT ACCOMMODATION AND SUBSISTENCE. The Society expects early booking for accommodation so as to take advantage of any significant discounts. If you are subsequently unable to use the booking and the discount means that no refund is payable, the Society will still reimburse you. Hotel accommodation would normally be reasonable when attendance involves leaving home before 07.00 and/or arriving home after 22.00. Similarly for meals: for breakfast, if leaving home before 07.30; and for dinner if away from home after 19.00. The following are the current worldwide maximum amounts that will be paid (all prices are based on a double room with breakfast and include any VAT):

Bed and Breakfast - £142 per night

Breakfast - £10 per person

Lunch - £15 per person

Dinner - £20 per person.

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