



Effective from 5 June 2014

### Travelling expenses and subsistence

#### Rules of procedure and maximum rates for reimbursement

1. Claims for reimbursement of travelling and subsistence by persons travelling on UCISA business should be made on the first page of this form.
2. With the exception of car allowances, actual expenditure only should be claimed up to the maximum rates shown below. **Due to HMRC rulings we require original receipts with ALL expense claims submitted. Copies are not acceptable.**
3. Claims in respect of regular journeys should be summarised on a separate sheet and submitted either at monthly intervals or more frequently.
4. Full details of any conference expenses should be given overleaf.

#### Travelling expenses

- (a) Rail: Travellers should use the most economical class of travel. In general this will be a Saver Return. Please note that, if purchasing tickets at a railway station, you should ask for a receipt on purchase of tickets as many exit barriers retain tickets and so your only way of reclaiming the expenditure is to submit a receipt.
- (b) Air: Travel will normally only be reimbursed at economy rate, taking advantage wherever possible of any reduced rates.
- (c) Car: Rate applicable to all UCISA representatives 45p per mile

An owner whose car is being used for travel on UCISA business must ensure that it is adequately insured, ie for business use and for death or bodily injury to any person (including passengers) or damage to property arising out of the use of or caused by the car; failure to do so may not only render the owner liable for damages but also to criminal prosecution. UCISA can, therefore, only consent to the use of private vehicles on its business if it can show that adequate insurance has been arranged.

#### Subsistence

Actual expenditure should be claimed subject to the following maxima:

	<b>With Receipts</b>
(a) Overnight stay - nightly rate (including all meals)	
UK - London	£150.00
UK - other	£100.00
(b) No overnight stay	
(i) one meal	£25.00
(ii) two meals	£50.00

The rules of procedure and the rates set out above apply to all persons travelling on UCISA business.