

# Travel Policy & Procedures

## Introduction

The policy and procedures in this document apply to anyone travelling on approved British Toxicology Society (BTS) business\*, such as Officers and members of Executive Committee and its Subcommittees, and to invited speakers at BTS meetings. It is effective 1 December 2017.

\*Attendance at BTS scientific meetings, such as the annual congress, does not constitute society business for BTS Officers and Committee/Subcommittee Members.

## Policy

Travel costs and related expenses form a significant part of the BTS's total expenditure. It is essential that they are managed efficiently and effectively. The BTS is a charity and resources are limited. The objective of this Policy is to ensure that those travelling on BTS business do so in a manner which:

- has concern for their welfare and safety;
- fulfils the needs of the BTS and the traveller;
- ensures cost effectiveness
- takes account of the environmental impact of the method of travel;

The BTS expects those travelling at its expense to take advantage of offers whenever practically possible. It expects that bookings will be made well in advance of travel in order to benefit from the usually lower fares available. The most cost-effective form of public transport should be used for all journeys, including travel to the point of departure by train or air, unless use of a private car is much more convenient and/or cheaper. Taxi fares will not normally be reimbursed for any journey. This policy retains some flexibility to take account of exceptional circumstances but **a departure from the guidelines herein should be pre-approved by the Treasurer.**

The same principles apply to International Travel and Domestic Travel.

## Domestic Travel (i.e. within the UK)

It is expected that the maximum claim for any journey will not exceed £200 for rail or air travel. If a larger claim is anticipated this should be pre-approved by the Treasurer.

## Travel by Rail

Travel by rail is the preferred way of travel on BTS business within the UK. It is expected that travel will be standard class with (whenever possible) an advance purchase, off-peak ticket. First class rail fare will only be reimbursed in exceptional circumstances.

## Travel by Road

If travel by public transport is not possible or practicable, the BTS will reimburse mileage costs, up to a maximum of 200 miles for a return trip (*i.e.* 100 miles each way) by the most direct route at a rate of 30 pence per mile. This must be justified and pre-approved by the Treasurer.

The BTS will not be responsible for parking fines, speeding tickets etc. In undertaking journeys using their own car those travelling on BTS business warrant that:

- the vehicle complies with all aspects of the Road Traffic Act in force at the time of travel;
- is insured appropriately

The BTS accepts no responsibility for the roadworthiness or insurance cover of any privately owned motor vehicle used on Society business.

## Travel by Air

Travel by air within the UK is only allowed where it is no more expensive (e.g. by use of a low cost airline) than the equivalent journey by rail or the journey time by rail would exceed 5 hours. A justification should be made to the Treasurer as to why an alternative form of transport is not suitable (eg the time it would take or need for overnight accommodation). Only economy class air travel will be reimbursed

## International Travel

Most international travel will involve air travel, although travel to and from some destinations in continental Europe may be more convenient and cheaper by rail.

### Air Travel

Elective stopovers are permitted providing there is no additional cost to the BTS. Under no circumstances must a maximum fare be used as an upper limit to facilitate detours or to include the cost of other travellers such as accompanying persons or co-workers.

## Transfers

The BTS will reimburse the cost of transfers between railway stations or airports and the meeting venue (eg local rail or bus travel). Taxi fares will only be paid when alternative modes of public transport are not easily available.

## Accommodation

For most BTS business meetings, accommodation expenses cannot be reimbursed. However, under exceptional circumstances or where by necessity a committee meeting lasts for more than one day, then payment may be agreed in advance by the General Secretary and/or Treasurer.

## Subsistence

Subsistence expenses are not paid by the BTS for any meetings undertaken by those on BTS business.

## Speakers at Society Meetings

Accommodation for invited speakers at BTS meetings will be in accordance with the letter of invitation. Speakers at meetings are normally able to claim their travel expenses. The maximum claims are as follows:

- UK: £200
- Europe: £400
- USA/ROW: £600 (airfares in excess of this limit should be approved in advance by the treasurer)

## Attendance at BTS Committee Meetings & Similar Events

Members, Journal Editors and other invited individuals attending BTS committee meetings and other events in connection with their responsibilities should claim their travel and accommodation expenses within these guidelines.

Only when attendance is required at BTS meetings or events held on consecutive days, or if the timing of the Society's business does not permit return within the single night allowance, may accommodation be claimed.

## Travel Insurance

The BTS does not carry Travel Insurance for Committee members or others travelling with its approval on BTS business. Travellers should therefore ensure that they have adequate cover (endorsed for business travel) for medical and other travel associated expenses (e.g. lost baggage, cancellations etc).

## Claiming Expenses

All expenses must be claimed using the prescribed Expense Claims Form within 90 days using the attached form. Receipts and bills, especially hotel bills, must be provided with the Expense Claims Form.

- Expense Claims Forms must be correctly and legibly completed and supported by receipts and
- Expense Claims Forms must be signed by the traveller or emailed to the Treasurer.

## Approval of Expenses

The Executive Committee has delegated the approval of expense claims conforming to these guidelines to the Treasurer. Claims which do not accord with these guidelines must be referred, by the Treasurer, to the General Secretary, or President for final decision.

## Expenses Claim Form

**Please email/send to**

Dr Elizabeth Martin, BTS Treasurer, AstraZeneca, DSM (Reg Safety), da Vinci Building, Melbourn Science Park, Cambridge Road, Melbourn, Royston, Hertfordshire, SG8 6HB

Email: elizabeth.martin@astrazeneca.com

<b>Name:</b>	
<b>Address:</b>	
<b>Purpose for which expenses claimed:</b>	
<b>Dates for which claimed:</b>	

<b>Please read the notes below</b>	
<b>Accommodation</b>	£
<b>Meals</b>	£
<b>Travel</b>	£
<b>Other</b>	£
<b>Total</b>	£

For overseas claimants the currency should be specified.

Please give bank details if a direct transfer of funds is acceptable:

**UK Banks:**

Account name:

Account Number:

Name of Bank:

Bank Sort Code:

**Non UK Banks:**

IBAN Code:

SWIFT/BIC Code:

**Notes:**

1. Please send all available receipts for claimed expenses.
2. All claims should be made in the light of the charitable, non-profit making status of the Society.
3. Travel expenses in the UK are claimable for standard (second) class rail fares or for mileage in private cars at 20p/mile.
4. If these arrangements are likely to cause problems please contact the Treasurer at the address above.

Signature of claimant: .....

Date: .....

**[EXPENSE FORMS MUST BE RETURNED WITHIN 90 DAYS IF PAYMENT IS TO BE MADE]**