

## **Travel Policy, Expenses & Procedures**

### **1. 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.

\*Attendance at BTS scientific meetings, such as the Annual Congress, does not constitute Society business for BTS Executive Committee/Subcommittee Members (see section 8 of this policy).

### **2. 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;
- considers the UK HMRC's guidance on expenses.

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.

These same principles apply to both Domestic and International Travel.

### **3. Travel-General principles.**

For rail travel this should use standard class only unless there is a clear business need for travelling by first class for example:

- where first class is cheaper than standard class
- where there are no standard class facilities to accommodate disabled or other special needs requirements

For air travel this should use economy class only unless there is a clear business need for travelling by first class for example:

- where premium economy or business class is cheaper than standard class
- where there are no economy facilities to accommodate disabled, other special needs requirements or known medical conditions.

**All claims must be made within 90 days from the date of the meeting. Any claims after this date, unless there are extenuating circumstances, will not be paid.**

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

It is expected that the maximum claim for any journey will not exceed a maximum of £250 return fare for rail or air travel. If a larger claim is anticipated this should be pre-approved by the Treasurer.

#### **3.1.1 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 as stated (section 3.0 above).

#### **3.1.2 Travel by Road**

If travel by public transport is not possible or practicable, the BTS will reimburse mileage costs, up to a maximum of 300 miles for one return trip (i.e. 150 miles each way) by the most direct route at a rate of 45 pence per mile for a car and 15p per mile for a motorbike. This travel 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 for 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.

If a member of the Executive Committee and/or a Subcommittee uses their own car for business travel and provides a lift for other members of these committees (provided this is within their insurance policy) who are also on official business, 5p per mile supplement can be claimed for each passenger travelling in the car.

#### **3.1.3 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 (e.g. the time it would take or need for

overnight accommodation). Only economy class air travel will be reimbursed unless the exceptions stated above (section 3.0) are confirmed.

### **3.2 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.

It is expected that the claim for any journey will not exceed a maximum of £600 for rail or air travel in Continental Europe.

For travel from the East Coast of the USA it is expected that the maximum claim for any journey will not exceed £1200. Travel from the West Coast of the USA and the Rest of the World (ROW) a maximum claim of £1800 is allowed.

If a larger claim is anticipated this should be pre-approved by the Treasurer.

#### **3.2.1 Air Travel with stopovers**

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.

### **4. Transfers**

The BTS will reimburse the cost of transfers between railway stations or airports and the meeting venue normally using public transport *i.e.* bus, underground or local rail connections.

Taxi fares will not normally be reimbursed by the Society unless alternative modes of public transport are not easily available and if this is the case should be pre-approved by the Treasurer.

Examples when a taxi may need to be used is when:

- Travel is before 06.00 or after 22.00.
- Carrying heavy loads associated with the business meeting such as a Display Stand.
- Public transport is deemed unsafe or unreliable given the area/country of travel.
- The traveller has a medical condition which would make other forms of public transport difficult.

### **5. Accommodation**

For most BTS business meetings, accommodation expenses cannot be reimbursed.

The Society does endeavour to ensure that it usually arranges its own business meetings to start and finish between 10.00 and 16.30.

However accommodation claims would normally be reasonable if attendance at an Executive committee or Subcommittee meeting would require the attendee to leave home before 06.00 and/or arrive home after 22.00 or if the meeting lasts for more than one day and thus requires an overnight stay. Any such claims may be agreed in advance by the Treasurer.

The costs for an overnight stay should not exceed £150 per night for a London based establishment and £135 per night for those based outside of London. Rates should be for a single room with en suite on a Bed & Breakfast basis and include service charges & VAT & Taxes where appropriate

## 6. Subsistence

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

However if an attendee requires to stay overnight, as per Section 5.0 above, then the Society will allow for a maximum of £25.00 for the cost of an evening meal if subsistence was not provided at the meeting itself. Please note that the Society will **not reimburse the cost of alcoholic beverages purchased.**

The Society is not responsible for personal expenses such as newspapers, bar bills, excursions, cable TV charges etc. The cost of private telephone calls when staying away on business will not be met.

## 7. Speakers Expenses 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: £300
- Europe: £600
- USA (East Coast) £1200\* (a rationale for airfares in excess of this limit should be provided and if appropriate approved in advance by the treasurer).
- USA (West Coast) £1800\* (a rationale for airfares in excess of this limit should be provided and if appropriate approved in advance by the treasurer).
- ROW: £1800\* (a rationale for airfares in excess of this limit should be provided and if appropriate approved in advance by the Treasurer).

\*Rationale for airfares exceeding this limit should be provided and before any purchase made approved **in advance** by the Treasurer.

Additional costs incurred by an individual outside of the invitation to the Annual Congress or other Scientific Meetings organised by the BTS will not be paid for by the Society and will be the responsibility of the individual. These additional expenses may include the following, but this list is not exhaustive:

- Hotel Costs.
- Subsistence.
- Carparking.
- Taxi Fares.
- Alcoholic Beverages.
- Excursions.
- Airport Lounge Passes

## **8. Attendance at BTS Executive, Officer and Sub Committee Meetings & Similar Events excluding attendance at the Annual Congress.**

In most cases the Society business is undertaken online.

However where members and other invited individuals attend BTS committee meetings and other events in connection with their responsibilities the members are able to claim their travel and accommodation expenses within the guidelines set out in this policy.

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 as per Section 5 above.

It should be noted that members attending any in person Executive or subcommittee meetings held during the Annual Congress will not be entitled to claim for registration, accommodation or subsistence for attendance to the Annual Congress itself.

## **9. Travel Insurance**

The BTS does not carry Travel Insurance for members of the Executive Committee or its subcommittees 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). This also applies to those invited to speak at the Congress or other meetings organised by the BTS.

## **10. Claiming Expenses**

All expenses must be claimed using the prescribed Expense Claims Form within 90 days of the event using the [electronic form](#). Receipts and bills, especially hotel bills, must be provided with the Expense Claims Form. Please note that the Society will **not reimburse the cost of alcoholic beverages purchased**.

- 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.

## **11. 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 President for a final decision. If the President is unavailable then one of the Officers can consider the claim.

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