

# Regulations for Reimbursement of Travel and Subsistence Expenses

## ORIGINAL RECEIPTS TO BE ATTACHED TO EXPENSE CLAIM FORM

### **Economy in travel**

The Royal Society is a charity and as such encourages as much economy in travel expenses as is practical.

Travellers should plan arrangements so as to obtain the best value possible, bearing in mind both time and cost. This can be achieved by booking as far in advance as possible and booking inflexible tickets and accommodation.

The Society will reimburse all reasonable expenses claimed within its policy. You should ensure you understand the policy before incurring any costs.

### **Travel Policy**

Public transport should be used in all cases, the cost of private transport (eg taxi, car) can only be claimed if it is cheaper, or public transport is not available/ practical for that journey.

- Train travel should be at standard class avoiding peak fares where possible
- Claimants travelling for more than 300 miles may alternatively travel by air
- Air travel should be at economy class irrespective of distance
- Expense claims must be submitted within a month of travel
- All receipts or proof of purchase must be provided with the claim

### **Travel by Private Car**

Travel on behalf of the Royal Society should be by public transport whenever possible / practical.

- The car mileage allowance for the Royal Society is 45p per mile.
- The motorcycle mileage allowance for the Royal Society is 24p per mile.

### **Exceptions**

In exceptional circumstances claims for the first class travel may be allowed eg for those with disabilities, this must be requested and authorised in advance.

### **Payment**

All payments will be by Bank transfer, if payment is to be made into a non-uk bank account please complete the additional form for overseas bank account details.

Payment will normally be made within 15 days of receipt of this application. Payees are advised to check their bank accounts and to notify the Society's Finance Section - 020 7451 2520 only if they have not received payment within 28 days