



# **Volunteers Reimbursement of Expenses**

V7.6 August 2024



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This document forms part of our Management Systems and compliance is mandatory for all staff and contractors. If you find any weaknesses in the document or examples of non-compliance, please report it to the Compliance Team at [compliance@bcs.uk](mailto:compliance@bcs.uk).

## 1 Purpose and Scope

**1.1** The purpose of this document is to provide the policy and procedure for the reimbursement of expenses that are necessarily incurred by any individual engaged on business approved by BCS.

**1.2** The scope of this procedure covers the reimbursement of all business expenses incurred by volunteers, including travel, accommodation and subsistence expenses.

**1.3** 'Volunteers' includes Council, board and committee attendees and other specialist member support e.g. examiners, assessors and auditors.

## 2 Overview

**2.1** BCS involves many individuals in a wide range of activities and they participate voluntarily and enthusiastically. Approved activities require an expenditure of both time and money by these volunteers and, whilst the former is given freely, BCS does not expect its volunteers to bear the cost of the latter.

**2.2** No-one must seek reimbursement for any expenditure that has not actually been incurred. BCS is a charitable organisation and volunteers must have this in mind when incurring expenses.

In the interests of value for money and to support the appropriate use of charitable funds, claimants are expected to be prudent in their spending. Authorisers are required to be diligent in their review and approval of expenses to avoid BCS incurring any unnecessary expense.

When incurring expenses, we expect volunteers to adopt the attitude of what is the minimum appropriate spend rather than the maximum allowed.

**2.3** Expenses falling outside of the specified areas will only be reimbursed if they have the prior approval of:

BCS – Group Chief Executive or Group Chief Operating Officer  
L&D – Managing Director or Director of Group Finance.

## 3 Procedure

### 3.1 Approval and Authorisation

Volunteers must obtain prior approval before incurring expenditure on behalf of BCS from the appropriate budget holder.

Expense claims should be submitted to the budget holder immediately after incurring the expenditure or accumulated until the end of the month. They should not be allowed to accumulate over several months.

Arrears of expenses from previous financial years will not be paid except in exceptional circumstances, and only then with the approval of the Group Chief Operating Officer (Institute) or Director of Group Finance (L&D).

Expenses will be reimbursed providing that:

- (i) they were budgeted for and prior approval obtained;
- (ii) they were incurred whilst undertaking activities of BCS;
- (iii) they are reasonable;
- (iv) relevant itemised receipts/tickets are attached to the claim form.

Claimants must aim to ensure that economy, efficiency and effectiveness are achieved in respect of all expenses incurred without compromising personal safety.

### **3.2 Payment of Expenses**

All claimants are requested to complete and sign the expenses form themselves. Itemised receipts are required to be attached to the expense form for all expenditure claimed except car mileage rates. In exceptional circumstances where receipts are not available evidence of expenditure must be provided.

Expense forms should be submitted to the appropriate budget holder within BCS for authorisation, in accordance with financial procedure Purchase Order, Invoice and Expenses Authorisation Procedure.

BACS payments for expenses are usually processed every other Monday. Hence timely submission of expenses will result in prompt payment.

## **4 Guidance on Eligible Expenditure**

### **4.1 Travel**

If volunteers must travel by car, motorbike or bicycle, BCS will reimburse the vehicle cost at the current mileage rate.

#### **Rate per business mile**

- Car: 45p per mile
- Motorbike: 24p per mile
- Bicycle: 20p per mile

Benefits derived as a result of special ticket offers or shared motor cars should be passed on to BCS.

Any use of an individuals' own car on BCS business requires that the necessary insurance and tax cover is in place, as arranged by the individual.

Parking whilst on BCS business will be reimbursed on production of a receipt. When paying for parking via an App, receipts can be obtained directly from the App and should be submitted with the expense claim.

All overseas travel on BCS business requires the prior written approval of the Group Chief Executive (Institute) or Managing Director (L&D). This includes the cost of travel when inviting event speakers from overseas.

For all flights BCS will only reimburse the price of economy class tickets. Flights must be reasonably priced and agreed in advance and include all airport taxes and luggage charges.

Travel expenses including mileage from the home of the volunteer to the airport and airport parking will be reimbursed whilst on BCS business only.

When visiting the UK, it is expected that volunteers will travel from the airport to the meeting venue and back by means of public transport.

Travel insurance will not normally be reimbursed.

You are required to pay for any travel costs incurred by your partner or spouse if he/she accompanies you on BCS business. Your partner or spouse must have adequate travel insurance for that journey.

#### **4.2 Refreshments and Meals**

If you are working away on BCS business and the trip includes an overnight stay, meals, drinks and snacks are reimbursable, up to a limit of £40 per day. Evening meals are not reclaimable if the volunteer chooses to stay overnight before the day of the meeting. Itemised receipts are required for all items. When working on BCS business for one day that does not require an overnight stay, lunch is reclaimable up to a limit of £10 per day, unless provided during the meeting.

All claims must be directly related to BCS business.

#### **4.3 Accommodation**

Volunteers should, whenever possible avoid the cost of an overnight stay but, if an overnight stay is unavoidable, they should seek to book an appropriate modestly priced hotel, B&B or AirBnB. Hotel costs can be claimed once they have been paid for by the volunteer, and a VAT receipt should be provided.

Our expectation is to keep costs to a minimum but without compromising personal safety, and provide a guide as follows:

Cost per night for stays *outside* London up to (incl. VAT)

Room only	£120.00
Bed and Breakfast	£130.00

Cost per night for stays *in* London up to (incl. VAT)

Room only	£200.00
Bed and Breakfast	£220.00

If you are unsure, please speak to your volunteer co-ordinator who can advise using a hotel where we have agreed corporate rates.

Laundry expense claims for stays of less than 14 nights will not be accepted, except in exceptional circumstances. Laundry claims made should be for basic items and not for dry cleaning suits, jackets etc.

If you choose to stay with a family member as an alternative to a hotel, BCS will pay £50 per night, covering accommodation and all meals.

## 5 Appendix A

### Travel and Expenditure Guidance Notes for Volunteers Visiting the UK

The purpose of this guidance note is to ensure that there is consistency and transparency with regard to all travel arrangements and expenses incurred when volunteers who reside abroad travel to the United Kingdom to physically attend a meeting or event.

1.1 Any booking that BCS is being asked to reimburse requires prior authority from the Groups CEO or Director of Group Finance.

1.2. Council Members with prior agreement are allowed to travel to the UK for ONE Council meeting per year, to a maximum of three during the three-year term of office. Members cannot carry over a physical attendance to a Council meeting from a previous year. Attendees can only claim for three nights' accommodation when attending a Council meeting, or two nights accommodation if the stay involves a BCS event that runs over two days and includes overnight accommodation.

1.3. All receipts must be available when submitting the expense claim form. No additional expenses will be paid unless it is accompanied with a formal receipt which includes food and beverages – no alcohol will be reimbursed.

1.4. BCS will reimburse the expenses the volunteer may incur in travelling from their home to the airport. It is expected however, that the volunteer will travel by means of public transport i.e. transport by coach or train. If the volunteer travels by car the standard rate per mile will be reimbursed, notwithstanding the country the volunteer is in. No taxi fees to/from any airport will be reimbursed unless travelling as part of a BCS Group.

1.5. Once in the UK it is expected that volunteers' travel from the airport to the meeting by means of public transport i.e. transport by coach or train.

1.6. BCS will only reimburse the cost of parking the volunteers' car at an airport carpark if agreed in advance.

1.7. BCS will not reimburse any hire car costs.

## 5 Monitoring and Review

The Financial Controller will review this policy annually as a minimum.



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