



## Royal Society of Chemistry

### Submission and Approval of Member and Non-Member Expenses

A summary of the process for managing the submission and approval of member expenses is given below.

The Guidance is provided to assist members of Council and committees when planning their travel and claiming expenses for attendance at meetings. Consideration must always be given to using the most cost-effective method of travel. As the Royal Society of Chemistry (RSC) is a charity, claimants are expected to keep expenses to a minimum.

#### General

This process for managing member expenses and the attached Guidelines operate for centrally organised committee meetings and events and will act as a guide for Local Sections and Subject Groups for their meetings.

Members are entitled to reimbursement of reasonable travel expenses to attend meetings of governance bodies of which they are a member, using the expense claim form. All members should make claims for reimbursement of expenses incurred on RSC business by completing the approved 'members and non-members' expenses form. Any member with a query about an expense claim should contact their RSC contact for the relevant committee/event or any Leadership Team. The Leadership Team will be responsible for any matters delegated to their staff. Where staff is asked for guidance on travel arrangements they will inform the member of the information in the Travel section below. Where there is an issue concerning the expenses of Trustees that cannot be resolved satisfactorily by the CEO, queries may be directed to the Honorary Treasurer and in the case of the expenses of the Honorary Treasurer, queries may be directed to the Chair of the Audit Committee. Unauthorised travel expenses will not be reimbursed.

#### Claims

Members should, where appropriate, be reminded to submit expense claim forms within a month of the expense being incurred. All forms must be approved and signed by the RSC contact for the relevant committee/event. The RSC contact will satisfy him/herself that receipts are correctly attached and where appropriate seek additional receipts. This will help the RSC to recover VAT, where appropriate, and ensures good accounting practice, compliance with relevant legislation and adherence to the RSC's corporate governance. The total time for processing expense claim forms, from receipt of the form to payment into a designation bank account, will normally not exceed two weeks. Expense claim forms will be 'date stamped' when they arrive in the RSC offices.

## Travel

Members are encouraged to travel by the most economic fare. Early bookings and web based services (especially for air travel and hotels) which offer less expensive opportunities should be used if the conditions attached to them are reasonable and facilitate participation in the RSC business. Members are asked where possible to use second class and cheap day return or other concessionary rates for rail travel, taking advantage of opportunities of advance purchase and rail cards. For example, a senior citizen advance purchase first class fare can be cheaper than an economy ticket purchased on the day of travel. Otherwise first class rail travel should only be used in exceptional circumstances to assist with health considerations or where business reasons indicate that first class would be appropriate. Air travel within Europe, up to four hours' flight time, should be by economy class unless health considerations or business reasons indicate that premium economy class would be appropriate. Flights over four hours will be by economy class unless health considerations or business reasons indicate that premium economy or business class would be appropriate. Prior agreement to travel by premium economy or business class travel is required as follows:

For Members by Leadership Team

For Honorary Officers and Council Members by Honorary Treasurer

There will be no first-class air travel. Wherever possible the environmental effect of travel should be considered.

## Accommodation

Members may claim the cost of accommodation and meals when away from home on authorised RSC business. Members are requested to minimise their expenses in any reasonable way, eg lunch would normally be expected to be a light meal. Members are asked to limit themselves to 4 star hotels in the UK and the equivalent abroad and the guidance states that accommodation and meals will only be reimbursed for the period required for RSC business.

**\*\*By signing this claim I certify that the expenses in this claim are a correct record of necessary expenses incurred in the performance of duties. The expenses are in accordance with RSC policy and all receipts are attached. Also when using your personal car for company business, you hold a valid driving licence and are legally allowed to drive in the UK, and your car:**

- **Complies with DVLA guidelines**
- **Is regularly serviced and roadworthy**
- **Is insured for business use**

**Please include start & finish locations.**

Signed:

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## Guidance for Members

The revised text of the Guidance to appear on the reverse of the expense claim form is shown below.

### Guidance

The Guidance below is provided to assist members of Council and committees when planning their travel and claiming expenses for attendance at meetings.

- Members are requested to minimise their expenses in any way they can.
- In particular, members should where possible use second class and cheap day return or other concessionary rates, taking advantage of advance purchase and rail cards. Air travel up to four hours' flight time should be by economy class.
- Accommodation should be restricted to at most 4 star hotels in the UK and the equivalent in other countries. Accommodation and meals will be reimbursed for the period required for RSC business.
- Where all or part of the travel is made by private car, the mileage allowance indicated overleaf is applicable. The private car allowance is intended only where more economic arrangements are not possible.
- Members should submit claim forms within a month of incurring the expense and forms must be sent for approval by your RSC contact for the relevant committee/event.
- Forms must be accompanied by receipts (credit card slips are not receipts). Paper copies of travel purchases made by internet must be provided.

Any additional issues will be dealt with in accordance with the detailed process, which is available from committee secretaries.

Claims will be settled by BACS payment.