

Expenses and Eligibility Guidelines



Background: Like all professional societies and organisations, SPACES is facing major financial challenges and needs to carefully manage its expenditure including travel and subsistence expenses. Hence, the need for a clear and unambiguous guidance note.

Purpose:

- To ensure that members are clear on eligibility criteria and expenses requirements before incurring any costs
- To have a transparent process with a clear audit trail.
- To demonstrate value for money to our membership
- To ensure that all members are treated equally
- To provide a simple framework for the SCALA Manager to assess expenses claims

Travelling tips:-

Travel shall be lowest cost. For example,

- Book long distance travel tickets well in advance
- Book for actual train times rather than open returns.
- Check 2 single tickets against a return price ticket.
- Consider off peak travel if viable

Please only use taxi travel where:

- it is the cheapest option,
- there is no viable alternative,
- you are carrying large bulky items
- you are late working and/or personal safety.

If you **travel by car** you may claim up 35p a mile (there is a mileage cap of 50 miles. Above the mileage cap approval is needed from the Finance Director). Please state your start and finish location with any intermediate locations (e.g. drop off/pick up colleagues). Car parking will be paid on the submission of a receipt.

Subsistence allowances: -

SPACES allowances will be reviewed annually:

Expenses incurred will be reimbursed up to **£5** for **breakfast** (or £8 if staying in a hotel), **£10** for **lunch**, **£20** for an **evening dinner**. Reasonable drinks expenses will be paid.

If claiming for more than one person it must be clear who that other person is.

Only SPACES members are eligible for travel and subsistence expenses unless the SPACES Manager, Scrutiny Director or Financial Director has given prior approval

When booking **hotel rooms** please use **budget/mid range chain** hotels.

Procedure for claims :-

Timing – Please submit expenses claims monthly on the standard SPACES expenses form to ensure prompt payment.

All claims must be supported by original receipt or other evidence of purchase (rail/bus/air/coach ticket, taxi receipt, car parking ticket, etc). Wherever possible this should include VAT number so that SPACES can reclaim the VAT. Please see <https://www.gov.uk/government/publications/vat-notice-70114-food/vat-notice-70114-food> - as a general rule all hot food, takeaway food, food in hotels/restaurants we can claim VAT back. .

Expenses and Eligibility Guidelines



No claims will be considered if they are more than 4 months old. Please ensure all claims are submitted prior to the end of the year (March) to ensure payment within the year of expenditure.

Eligibility Criteria (excluding paid officers)

Where a member has no alternative means of reclaiming expenses, the following criteria applies:

President

- Visits to regions to attend regional meetings in presidential capacity
- Special meetings with other organisations e.g. RIBA, ARB, FPS, CIBSE
- Attendance as guest at other organisations' functions e.g. CIPFA dinner, SCQS annual seminar
- On other official SPACES business

Officer representing President

- As listed above on official SPACES business.

Building Awards (judging panel members)

- Attendance at meetings
- Visits to shortlisted schemes (if required)

(NB all expenses funded from Sponsorship budget)

Technical/Regional Meetings Coordinators

Where a coordinator has no alternative means of reclaiming expenses and they are the organiser of that meeting (not just an attendee) they are allowed to reclaim reasonable travel and subsistence expenses.

Other:

Where prior approval has been given by the Director of Finance.

Meeting Expenses

Reasonable expenses will be paid for venue and hospitality with prior approval from the Director of Finance. Where possible, use of sponsorship should be made. If SPACES are charged for a meeting then the following rules apply:

- full and corporate SPACES members are free;
- for individual, retired, and honorary SPACES members, and FPS Societies and ACA members there is a delegate fee of £15 (inc. VAT)
- non-members of SPACES the delegate fee is £30 (inc. VAT).