

# 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. The expectation is for claimants who work for private sector companies, to claim expenses from their own company as part of supporting the Society and those members working for the Public Sector or who are retired claim as per this guideline.

## 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 SPACES Executive Director 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 Executive Director, Scrutiny Director or Finance 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.

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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. .

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 is either public sector or has retired from their previous organisation so has no alternative means of reclaiming expenses, they can claim expenses using the following criteria:

### **President**

- Visits to regions to attend hub meetings in presidential capacity
- Special meetings with other organisations e.g. RIBA, ARB, FPS, CIBSE
- Attendance as guest at other organisations' functions e.g. ACES Conference
- 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**

All meeting venues costs should be borne through sponsorship by organisations of either members or companies sponsoring the event.