
Welsh Beekeepers' Association
Cymdeithas Gwenynwyr Cymru

Registered Charity number 509929



EXPENSES POLICY

A guide for trustees, officers and other volunteers on travel and other expense claims in relation to activities undertaken on behalf of WBKA

This policy will be reviewed on an ongoing basis, at least once a year. WBKA will amend this policy, following consultation, where appropriate.

Date of last review: November 2020

1. General Principles

- Unpaid volunteering should not leave volunteers out of pocket otherwise it can be difficult to involve a diverse range of people. It is therefore good practice to reimburse a volunteer for expenses they incur.
- WBKA recognises that Trustees, Officers and other volunteers may need to undertake business journeys, or attend meetings, on its behalf, and that they should be reimbursed accordingly.
- When planning meetings, always consider whether “face-to-face” is actually necessary and, if there is a suitable “virtual” alternative, to consider its use. There will be occasions when a face-to-face meeting is considered necessary and/or preferable but these will probably be the exception, rather than the rule. Using virtual meeting platforms can bring significant cost savings in relation to travel expenses and venue hire, not to mention time and environmental factors.
- Face-to-face meetings, when required, should be arranged at venues which minimise the cost to WBKA (of both room hire and attendee travel expenses).
- Car sharing is encouraged whenever possible.
- Those acting for, or on behalf of, WBKA, should always exercise sensible judgement when planning journeys, share journeys with others when it is practical to do so, and consider the use of public transport whenever possible and practical.
- Authorisation for travel and related expenses must be obtained from one of the following in advance of making any bookings – WBKA Chair, Vice-Chair, General Secretary, Treasurer. Expense rates are shown in Appendix B.
- All claims for expenses must be made on the form in Appendix A. The form must be accompanied by supporting receipts. If the expense claim is submitted electronically, e.g. by email, scanned copies, or photos of the receipts, are acceptable provided they are complete and legible. Original receipts must be retained by the claimant for a period of 12 months to allow for any subsequent scrutiny required.

2. Travel

- a. Travel, when necessary, should be via the most cost-effective means. If a cheaper option is available but not utilised, the expenses claimed should be restricted to those for the cheaper option.
- b. For rail travel, second class tickets, purchased in advance whenever possible, should be used (unless, exceptionally, first class is the cheaper option, and/or has been specifically authorised).
- c. Expense rates are shown in Appendix B.

3. Other expenses

- a. This will be a reimbursement of expenditure incurred, not an allowance, so receipts must be provided. Costs of office equipment, stationery, and similar items can be claimed and must be supported by receipts.
- b. Claims for equipment, including computer or printer consumables, must be agreed prior to making any commitment to purchase.

4. Payments for Meals

- a. This will be a reimbursement of expenditure incurred, not an allowance, so receipts must be provided.
- b. The maximum expenditure which can be reimbursed is shown in Appendix B.
- c. Claims for alcoholic beverages will not be reimbursed.

5. Overnight Accommodation

- a. Overnight stays must be agreed in advance. Bookings should normally be for 3-star (or equivalent) accommodation. Where this is not possible, options must be discussed and considered at the time of authorisation, with the reason(s) for booking accommodation of a higher standard explained.
- b. The maximum which may be paid for accommodation is shown in Appendix B.

6. Postage & Stationery

- a. Postage costs may be reimbursed without receipts up to a limit of £5 in any single claim provided these are described fully on the claim form. For example, "Letter to DEFRA enclosing..... sent via 1st class post 76p"
- b. The following Officers may incur expenses for stationery & postage on behalf of WBKA as part of their specific role – General Secretary, Treasurer, Editor, Publicity Officer, Convention Secretary, Exam Secretary. Others may have occasional cause to incur this type of expense.
- c. WBKA will reimburse stationery costs to cover paper, ink, photocopying, electricity etc. The current allowance for photocopying is shown in Appendix B. Expense claims must include such information as the number of copies made, of what document(s), and for what purpose.

7. Convention Expenses

- a. The events sub-committee will allocate beforehand all accommodation to be paid for by WBKA.
- b. Meal and travelling expenses for those personnel considered essential to the set up and running of the Convention will also be agreed by the sub-committee beforehand and a list of names will be provided to the General Secretary & Treasurer.

8. Examination & Assessment Expenses

- a. The Learning & Development Committee will review and agree the expenses/fees to be paid to Basic Assessment Assessors on an annual basis. The minutes of the meeting at which this review takes place will be forwarded to the General Secretary.
- b. The Exam Secretary will provide the Treasurer with a list of Assessors appointed each year, with their home address, details of the Assessment venue(s) and candidate numbers.
- c. In relation to Theory Module examinations, the Exam Secretary will identify and book suitable venues (where required) based on candidate locations. Candidates to be grouped together as far as possible to minimise the number of venues required.
- d. Separate venues must be identified and arranged for candidates where additional support measures have been agreed.
- e. Module invigilators are volunteers but are rewarded by WBKA with a small gift voucher. The pending change to online module exams will mean that fewer exam venues will be needed, and these may be less local to candidates and invigilators. WBKA will reimburse invigilators travel expenses in line with the general principles within this policy. Efforts should always be made to identify invigilators based as close as possible to the exam venue.

9. WBKA Meetings

I. Council

- a. Travel expenses will be paid to essential Officers who are not travelling as, or with, Member Association delegates. Essential Officers are defined as Chair, Vice-chair, General Secretary, Treasurer, Minute Secretary, Editor, Publicity Officer, and the remaining Trustees.
- b. Anyone else wishing to claim travel expenses in relation to attending a Council Meeting must submit a request to the General Secretary at least 7 days before the meeting. Approval of such requests may be by any two of the following Officers – Chair, Vice-chair, General Secretary, Treasurer.
- c. No other expenses will be paid for attendance at Council Meetings. Member Associations are responsible for any expenses incurred by their delegates through attending as their representatives.

II. Management

- a. Travel expenses will be paid to all Trustees driving, or using public transport, to attend Management Committee meetings.
- b. For meetings lasting over 2.5 hours, tea and coffee will be provided.

III. Events

- a. Meetings normally take place before Council Meetings therefore no additional expenses are expected.
- b. For any additional meetings required, travel expenses will be paid to the nominated attendees.
- c. For meetings lasting over 2.5 hours, tea and coffee will be provided.
- d. Nominated attendees are Events Secretary, Technical Officer and such other attendees as the sub-committee consider appropriate.

IV. Learning & Development

- a. Travel expenses will be paid to all nominated attendees driving, or using public transport, to attend Learning & Development Committee meetings.
- b. For meetings lasting over 2.5 hours, tea and coffee will be provided.
- c. Nominated attendees will include the L&D Lead Trustee as Chair, Secretariat, Exam Secretary, Schools Officer, IMYB Officer, Technical Officer and such other attendees as the sub-committee consider appropriate.

V. Editorial

- a. Travel expenses will be paid to all nominated attendees driving, or using public transport, to attend Editorial Committee meetings.
- b. For meetings lasting over 2.5 hours, tea and coffee will be provided.
- c. Nominated attendees are WBKA Chair, Vice-chair, Editor, General Secretary and other such attendees as the sub-committee consider appropriate.

VI. Annual/Special General Meetings

Travel expenses, in line with the general principles outlined elsewhere in this policy, will be paid to all Trustees attending such meetings.

VII. Other

- a. Expenses in connection with meetings of any other sub-committees, which the Trustees agree are necessary, shall follow the same principles which apply to the existing sub-committees detailed above.
- b. No expenses will be paid for ad-hoc meetings.

VIII. External Meetings

- a. All representation of WBKA at external meetings that will incur an expense claim MUST be approved beforehand by any two of the following WBKA Officers – Chair, Vice-chair, General Secretary, Treasurer.
- b. The cheapest form of travel should be used.
- c. If another organisation is willing to provide for expenses of the WBKA representative, the expenses incurred should be claimed from that organisation if possible.
- d. Accommodation and meal expenses will only be paid if approved in advance.
- e. The agenda for the meeting is to be sent to the Chair and General Secretary beforehand. A written report of the meeting and/or the minutes should be forwarded to the Chair & General Secretary within 14 days of the meeting.
- f. No expenses will be paid until the report/minutes have been received.

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Expenses Claim

NAME:

BACS payments Sort code Account Number.....

Date	Details of Claim	Receipt	Cost
Total Amount of Claim			

Please treat as a donation to WBKA £

Please repay £

I certify that the expenses for which I now claim reimbursement, were incurred on the business of WBKA and that such expenses cannot and will not be reimbursed from any other source.

Signature of claimant

Address of claimant
.....

Authorised by..... Date Paid:..... Cheque / BACs

Appendix B

Allowable Expenses

Travel

The mileage allowance for private car travel is £0.40 per mile.

Payments for Meals

The maximum price that may be claimed for meals is: -

Breakfast - up to £10.00 where this is not included in accommodation charge

Lunch - up to £10.00

Evening Meals (if not booked with accommodation) - up to £25.00.

Overnight Accommodation

The maximum allowed is:-

Bed & Breakfast or hotel accommodation outside London - £90 per night

Bed & Breakfast or hotel accommodation within London - £140 per night

Postage & Stationery

Postage costs will be reimbursed at cost with invoice

Photocopying costs will be reimbursed at 5p per sheet.

Examination Expenses

Assessors fees/expenses (subject to periodic review by the Learning & Development Committee), exam venue hire fees, and any expenses due to invigilators to be invoiced to the Treasurer.