

Oxford DFAS

Expenses Policies

1 Expenses claims

All members of Oxford DFAS are entitled to claim reimbursement of expenditure they have incurred on behalf of the Society. However we need to remember at all times that we are spending members' money and therefore all costs should be kept as low as is reasonably practicable. To claim reimbursement members must complete an up-to-date version of the Society's expenses claim form which can be found on the Society's website under About us/Finance. Claims made by members of the Society other than committee members should be approved and counter-signed by the committee member responsible for the area of activity in respect of which the expenditure was incurred. Claims made by committee members must be counter-signed and approved by the Chairman; the Chairman's claims must be counter-signed and approved by the Treasurer. Appropriate supporting documentation e.g. receipts, invoices, tickets should be attached to the claim form.

It should be noted that the expenses claim form should only be used by members of the Society who are claiming reimbursement. Third party payees including lecturers should be asked to submit an invoice which includes their letter heading or, on the rare occasions where this is not possible, other documentation making it clear that a payment is due to them.

Also expenses claims followed by reimbursement should not be used to pay large amounts (say amounts over £100). Where expenses claims exceed this figure they must be approved by the committee, if necessary by e-mail circulation, in advance of the expenditure being incurred.

2 Lunches for speakers and others

It is the Society's normal practice except at the AGM to invite lecturers and visiting NADFAS officers attending lectures out to lunch. The Treasurer will normally pay for these guests and claim reimbursement for the cost including any cold or hot drink and service charge. In his absence another committee member should pay for these guests and submit a claim supported by the bill.

It is particularly appropriate that the committee members who make the arrangements with lecturers should attend such lunches if they are available. In order to recognise their costs in attending these lunches the Society will pay the cost of up to a total of four such lunches each financial year for such committee members, the amount to be paid by the Society for each such lunch to be the price of the least expensive available sandwich (currently (November 2016) £5.95 plus the 10% service charge total £6.55).

The procedure for making the claim is as set out in the preceding section.

3 Computer consumables

It is not practicable for those carrying on Oxford DFAS business to keep records of their use of printer ink and computer paper used for that purpose.

Therefore each member of the main Committee, the Convenor of the Church Recording group and each member of the Visits Committee who is responsible for organising a visit during a financial year (that is the year ended 30 June) will be allowed to claim the cost of one black ink cartridge and 500 sheets of printing paper on completion of a claim form and submission of the relevant receipts in each financial year. Any claim for additional ink or paper must be supported by details of the reasons why the additional cost has been incurred.

4 Postage

Committee members and others incurring postage costs on behalf of the Society may either:

- Submit an expenses claim form together with a list of the stamps they have purchased and used showing the date, addressee, reason why the expenditure was incurred and cost of the stamp or
- Purchase stamps in advance claiming on an expenses claim form supported by a receipt. Those using this method should keep the stamps separate and return any unused ones to the Treasurer on their retirement from the role which led to them incurring the expenditure or when the stamps are no longer needed for Society business.

5 Travel expenses

These will mainly be incurred in connection with reconnaissances for visits and attendance at NADFAS meetings and events. Even though NADFAS reimburses

us for our normal attendance at its AGM and at the annual Directory Day those incurring expenditure on travel in connection with these events should submit an appropriately approved expenses claim form together with supporting receipt(s) to the Treasurer. All reasonable efforts should be made to keep all travel expenses to the lowest practicable amount e.g. by using public transport. Where travel expenses for a journey exceed £30 prior approval should be obtained from the person who will authorise the claim (see Section 1 above). Mileage incurred on the Society's business will be reimbursed at NADFAS's current recommended mileage rate (currently at November 2016 40p per mile). The expenses claim form should give details details of the journey, its purpose, the mileage travelled and, in cases where the claim is for more than £30, confirmation that prior approval was obtained and from whom.

6 Bed and breakfast

When a speaker, NADFAS officer or other person is in Oxford on Oxford DFAS business and is provided with bed and breakfast the person providing the hospitality can claim for the costs incurred at the standard NADFAS rates. These are currently (at November 2016):

Bed and breakfast	£30
Dinner, bed and breakfast	£35

The claim for reimbursement should be made in accordance with the first section of this note.

7 Telephone calls

When calls made on behalf of Oxford DFAS are made on home phones the person incurring the expenditure can claim the actual cost of the call by providing the following details

Date and time of call

Rate charged by phone company

Number and person called

Purpose of call

Length of call

Cost of call.

It is recognised that making such a claim could be time-consuming and the Society will therefore pay £1 per call for each non-local call made on Oxford DFAS business provided that the following information is provided:

Date of call

Person called

Purpose of call

Where however any call is made on a tariff which enabled it to be made at no extra cost (eg a tariff with a high fixed charge but no additional charge for calls made) then the Society will not make any reimbursement as no additional cost has been incurred.

8 Free places on visits

The Society member responsible for organising a visit will get less personal enjoyment and intellectual benefit from that visit because of their responsibility for its organisation.

In the case of a visit which does not involve an overnight stay that reduced enjoyment and benefit should be recognised by allowing the organiser to participate in that visit without having to make any payment. In exceptional circumstances where the Visits Group considers that two people are needed for the efficient and safe management of a visit it may authorise no charge or a reduced charge for a second person.

However allowing the organiser of a visit involving one or more overnight stays to pay no charge or a reduced charge can involve giving that person a considerable financial benefit. Therefore the amount of the reduction in such cases is restricted to the lower of £500 and one half of the price of the visit; the balance of the value of the free place should be used to reduce the cost for the participants in the manner considered most appropriate by the Visits Group for that visit. That Group should report to the Committee details of the amount of the balance and how it has been utilised

9 Study Days

The organiser of a Study Day is entitled to attend that Study Day for no charge.