



The Arts Society Oxford

The Arts Society Member No. 349

Registered Charity No. 1175875

Expenses Policies

1. Expenses claims

All members of The Arts Society Oxford (TASO) 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.

If an expense claim would lead to the budget for the relevant item being exceeded, then the relevant Committee member should seek approval from the Committee for an increase in the budget before the expenditure is committed. If time will not allow this, then an email exchange to approve the expenditure must be sought before any commitments are made. Note that if in the normal course of business the budget has already been altered and the expense claim is within the revised budget, then this procedure is not necessary.

2. Lunches for speakers and others

It is the Society's normal practice except at the AGM to invite lecturers and visiting TAS officers attending lectures out to lunch. One of the organisers of the lecture, or in his or her absence another Committee member, will normally pay for these guests and claim reimbursement for the cost up to a limit of £25 for two people that is the lecturer and the host, or £37.50 if a visiting TAS officer is also included.

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



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3. Computer consumables

It is not practicable for those carrying on TASO 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 TAS meetings and events. Even though TAS 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 TAS's current recommended mileage rate (currently at April 2020 45p per mile). The expenses claim form should give 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.



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6. Bed and breakfast

When a speaker, TAS officer or other person is in Oxford on TASO business and is provided with bed and breakfast the person providing the hospitality can claim for the costs incurred at the TASO agreed rates (April 2020):

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 TASO 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 TASO 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.



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8. Visits

The Society does not normally pay the cost of any trip, day or residential, for its organisers from the Visits Team.

(i) Day Visits Exceptionally there may be circumstances where the responsibilities involved in organising and running a Day Visit have significant impact on the organiser's level of enjoyment and participation. In such circumstances, a case may be made for the organiser to participate without making any payment, or at a reduced charge. This should be flagged up to the Visits Trustee for consideration.

Where a gratuity is paid on the day, this may be reclaimed on an Expenses form, without a receipt (eg. coach driver).

(ii) Residential Visits It is usual practice for a tour company to provide a packaged trip for the Society, negotiated by a member of the Visits group, which includes both a tour guide and a free place for the Society organiser. This latter cost is usually distributed to reduce the overall cost for each participant.

If there are circumstances where the Visits organiser has to undertake exceptional responsibilities for the group, the Visits Trustee may recommend to trustees a reduction for the organiser equivalent to one half of the cost of the trip or £500, whichever is the lower. In these circumstances, the trustees agreed that the balance of that place should be used by the tour company to reduce the overall cost for each participant.

Normally no additional item of expense will be needed as all items will be covered in the Tour Agent's statement of what is included in payment by individual.

9. Study Days

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