

1. Purpose

1.1. The purpose of this document is to:

- Outline the principles and rules that NAWRA have adopted to determine when it will reimburse expenses.
- Provide a comprehensive framework of allowable expenses.
- Specify the process to be followed when making claims.

2. Who does it cover?

2.1. The policy covers

- Members of the committee attending committee meetings.
- Members of the committee, and others authorised to act on behalf of NAWRA, on official NAWRA business (e.g. attending consultation groups).
- Workshop facilitators at NAWRA conferences.
- Other invited guests or speakers.

2.2. Except where specified the policy applies equally to those named in the paragraph above who will be referred to as 'claimants' from this point onward.

3. Principles

3.1. All expenses should ideally be met by the claimant's employer as the employer will, in general, be a member of NAWRA and, therefore, supportive of its work.

3.2. Where an employer will not meet such costs NAWRA will reimburse expenses that have been wholly, necessarily, and exclusively incurred whilst engaged in authorised activity on its behalf.

3.3. The responsibility lies with the claimant to seek authorisation prior to incurring any cost that is not explicitly allowable under this policy.

3.4. Any activity that is claimed for should be carried out in such a way as to minimise the cost.

- 3.5. No one can authorise their own expenses. Expenses should normally be authorised by the finance officer or the committee chairperson in their absence.
- 3.6. Expenses claimed should relate directly to the cost incurred, except where an agreed allowance or maximum claim amount is agreed.

4. General rules

- 4.1. NAWRA expects expense claims to be made honestly and accurately. A false claim made by a committee member will result in their immediate expulsion.
- 4.2. Claims should be made on the approved form and must be signed by the claimant.
- 4.3. Receipts should be provided in all cases and should be attached to the claim form. If no receipt is available, then a written explanation should be attached to the claim.
- 4.4. Payments will be made directly to the claimant's bank account in accordance with the relevant policies of CPAG (the budget holder).
- 4.5. Claims should ideally be submitted quarterly and no later than by the end of the month following the month in which the expense was incurred. Any claim more than 6 months late, without good reason, may be refused.

5. Travel costs

- 5.1. To reduce carbon emissions and our carbon footprint, people on NAWRA business are encouraged to travel by rail and/or bus wherever possible. The actual cost of public transport will be reimbursed on production of receipts. Planning in advance is essential as significant savings can be made for journeys booked in advance.
- 5.2. Claimants should only use a private vehicle if:
 - This would be cheaper than public transport.
 - Public transport is not available.
 - They need to travel by private vehicle due to personal circumstances (e.g. disability).

In such circumstances, the approved mileage rate is 45p per mile for cars and 24p per mile for motorcycles.

- 5.3. If parking costs or other tolls are unavoidable these can be claimed in addition. The lowest cost option should be used and receipts must be provided.
- 5.4. Speeding fines, parking fines and other similar charges will not be reimbursed under any circumstances.
- 5.5. NAWRA does not accept liability for damage caused to or loss of private vehicles or their contents whilst being used on NAWRA business; nor does it accept liability for claims by passengers or third parties. Claimants should note that it is their responsibility to notify their insurers about their car use and ensure that appropriate cover is in place.
- 5.6. When a reimbursable NAWRA journey starts from home (or ends at home) the amount claimable is the lower of the journey from home and the journey from the claimants' normal place of work (e.g. a train from the claimants home costs £50 but if they had travelled from work the cost would have been £40. The appropriate claim is for £40).
- 5.7. Taxi fares will only be reimbursed if:
 - Public transport is not available or is more expensive.
 - Heavy luggage needs to be carried
 - Disability means it is necessary to use a taxi.
 - There is a real threat to personal safety.
 - Receipts are provided.

6. Subsistence

- 6.1. The cost of breakfast, up to the approved rate, will be reimbursed if:
 - the cost of breakfast is not included in the rate charged for overnight accommodation; or
 - if it is necessary for the claimant to be travelling on any NAWRA business before 7.00am which is not their normal home to work journey.
- 6.2. The cost of lunch, up to the approved rate, will be reimbursed if:
 - the claimant is on NAWRA business and not at their normal place of work; and
 - lunch is not otherwise available (e.g. if not already provided as part of a training course or at a conference).
- 6.3. The cost of dinner, up to the approved rate, will be reimbursed if:
 - the claimant is away from home on NAWRA business after 8pm other than when at their normal place of work.

- 6.4. If you are required to be away from home overnight on NAWRA business, you will be entitled to claim the overnight allowance at the approved rate for each complete 24-hour period, without the need to produce receipts. If a claim under 6.4 applies, no additional claim is payable for breakfast, lunch, or dinner under 6.2 or 6.3 above within the same 24-hour period.
- 6.5. For any further period over and above 24 hours, the expenses payable reverts to daily rates until the next 24-hour period is completed.
- 6.6. Alcohol cannot be claimed as part of a subsistence claim.
- 6.7. The current approved subsistence rates are attached as appendix A.

7. Accommodation

- 7.1. Justification of the need for accommodation should accompany any claim. This might include:
 - Departure from home or arrival back at home would otherwise be at an unreasonable time (e.g. before 6am or after 10pm).
 - Consecutive days attendance at a site which is not the claimants normal place of work and where extra daily travelling time would be excessive.
 - Where the cost of travelling exceeds the cost of accommodation.
 - Where the overall cost of having accommodation provided is less than any alternative which enables the claimant to properly fulfil their duties.
 - Where there is a demonstrable health and safety issue.
- 7.2. In all cases, the level of expenditure on accommodation must be reasonable. No costs more than the approved maximum rate will be met (see appendix A).
- 7.3. If a claimant chooses to stay with a friend or relative, rather than in a hotel, then no accommodation costs will be met.

8. Childcare and other dependent care

- 8.1. Indirect costs such as childcare or other dependent care are not payable unless:
 - NAWRA requires the member to carry out an activity that directly gives rise to the cost; and
 - no lower cost/cost free alternative is available.

- 8.2. Wherever reasonably possible the cost of childcare or other dependent care should be agreed beforehand with the finance officer.
- 8.3. A receipt needs to be provided by the carer for their fee.

Amended and approved by NAWRA committee on insert date.

Appendix A

Approved subsistence rates – from 1st April 2023

Daily rates – receipts must be provided

Breakfast	£6.00
Lunch	£8.00 (increased from £6.00)
Dinner/evening meal	£15.00 (increased from £10.00)

Overnight rates

Overnight allowance	£30.00 (increased from £26.50)
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Maximum accommodation allowance

- Outside London £85.00 (increased from £70.00)
- Within London £110.00 (increased from £90.00)

These subsistence rates will be reviewed annually by the NAWRA committee and made available to members for scrutiny.

Last revised April 2023

Approved by committee 26 July 2023