

**THE ROYAL PHOTOGRAPHIC SOCIETY  
EXPENSES CLAIM**

MF003

Issue 7

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**PLEASE SUBMIT EXPENSES IN A TIMELY MANNER. ANY EXPENSES SUBMITTED MORE THAN THREE MONTHS AFTER THE DATE OF THE EVENT WILL NOT BE PAID.**

**Please provide separate forms for each event and attach the receipts on the back.**

*The Society will pay your expenses directly into your bank account.*

*If you have not previously provided bank account details please also complete the Bank Details form.*

NAME:

EMAIL ADDRESS:

ADDRESS:

**TRAVEL (PRIVATE CAR)**

The current mileage rates are 45p/mile

To enable The Society to reclaim VAT please tick the sections below with details of the vehicle and provide a VAT fuel receipt.

Engine Size:	1400cc or lower	<input type="checkbox"/>	Fuel:	Petrol (including Hybrids)	<input type="checkbox"/>
	1401cc to 1600cc	<input type="checkbox"/>		Diesel (including Hybrids)	<input type="checkbox"/>
	1601cc to 2000cc	<input type="checkbox"/>		LPG	<input type="checkbox"/>
	2001cc or higher	<input type="checkbox"/>			

EVENT/ACTIVITY and DATE:				Expenses	VAT	Accounts Coding
					(for office use only)	
TRAVEL (Private car)				Total	Rate	
Date	Journey Details		Mileage	(p/mile)		
OTHER EXPENSES (with VAT receipts where issued)						
Date	Details					

If you would like to make a donation, please insert the amount here.



**EXPENSES TOTAL**

Signature

Date:

*For office use:*

Approved by

Date:

## EXPENSES GUIDELINE

The Society is grateful to all those who give freely of their time in helping to provide a wide range of events and services. It seeks to ensure that they are not out-of-pocket by reimbursing all appropriately incurred expenses. These guidelines are intended to assist members in reclaiming their expenses.

All members of Council, Advisory Boards, Distinctions Panels and Committees (Society-wide, Group or Region) may claim expenses at the rates given below, to cover their attendance at meetings or other events that are necessary because of the responsibilities of those positions. Other members of The Society, who are specifically invited to assist with a Society event by the organiser of the event, may also claim expenses at the rates below.

All expenses will need to be authorised by the Budget Holder for the event/activity concerned – we will normally organise this.

Members are asked to obtain the cheapest practical rates for their expenses, in particular by booking ahead where possible and avoiding peak-rate times, and to provide receipts if available.

Members may waive their claims in whole or in part, as a matter of free choice; such support will reduce The Society's costs. However, if you have made a Gift Aid declaration, we have been advised that it is more beneficial if you reclaim all your properly incurred expenses and subsequently make a donation (by cheque or BACS) to the Society on which Gift Aid can be reclaimed.

## EXPENSE RATES

Expenses may be claimed based on the following schedule. The rates to be paid will be:

Travel:

- 45 pence per mile for all vehicles – with a fuel receipt, where possible, for VAT purposes
- Second-class rail fares.
- Flight tickets (when the most practical method of travelling).
- Other transport costs including parking, congestion and toll charges but not parking fines or penalties for other offences.
- Taxi fares, if necessary.

Note: Railcards may also reduce costs if members are eligible to purchase them. If a member feels that he or she does not need a railcard except for RPS business, please contact the Finance Manager to discuss this.

- Meal expenses, when meals have to be taken away from home, are as follows:

Breakfast (leaving before 8.00 am)	up to	£8.00 (incl. VAT) but only with a receipt
Lunch	up to	£12.00 (incl. VAT) but only with a receipt
Evening meal (returning home after 8.00pm)	up to	£25.00 (incl. VAT) but only with a receipt

- Overnight accommodation £80.00 (incl. VAT) indicative acceptable amount  
It is recognised that in some places, especially London, you may have to exceed the indicative acceptable amount. If you have to stay in Bath, please contact The Society who may be able to arrange accommodation at special rates.  
Overnight accommodation should be booked only when it is necessary or the most practical option.

Please note that amounts in excess of the above levels will not be reimbursed without prior approval by the RPS CEO, so please be watchful, particularly with meals and service charges.

Where Members incur expenses on behalf of others, most typically for meals, they should give the names of those other people or identify them collectively, e.g. meal for all 5 Panel members.

*Please ensure that you obtain VAT receipts if possible - we now accept scanned copies – without VAT receipts the Society will be incurring unnecessary extra costs.*

# THE ROYAL PHOTOGRAPHIC SOCIETY EXPENSES CLAIM

## BANK DETAILS

The Society will pay all expenses directly into your bank account unless there are exceptional circumstances.

Please complete the details below, sign and return along with your expenses claim.

Once you have supplied the details, you do not need to complete the form again unless you wish to change your bank account.

NAME: \_\_\_\_\_

Account Name: \_\_\_\_\_

Sort Code: \_\_\_\_\_

Account Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Society will retain this information securely for payment of expenses claims.