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**Grant Expenses Policy**

**1. Introduction and Scope of the Policy**

This policy provides guidance to individuals claiming reimbursement of travel, subsistence and other expenses incurred related to SLAS grants.

**2. Expenses**

2.1 SLAS will cover reasonable travel (see 3) and accommodation (see 4) expenses.

2.2 Accessibility: where mobility is limited, for example because of caring responsibilities or disability, and where all other options, including participation by virtual means, have been exhausted, SLAS will make a contribution to travel expenses for accompanying children or caregivers, or for other material expenses that facilitate mobility. This includes, for example, additional childcare costs during travel so that the individual can participate fully in the purpose of their travel. The total of such additional costs is capped at a total of 20% of the overall grant. Any additional costs will be the responsibility of the individual. All such arrangements should be discussed before incurring any expenses following the procedure laid out in section 7.

**3. Travel**

3.1 Wherever possible and practicable, all journeys shall be booked in advance and be by standard class rail. Alternatives that are demonstrably cheaper than the pre-booked standard-class rail equivalent are acceptable.

3.2. Where flights are taken, the cheapest possible airfare should be secured. Payments will only be made for basic economy flights and one piece of luggage for travel outside the UK and Ireland.

3.3. Notwithstanding the above, some higher travel costs may be incurred in accordance with the Society’s Climate Action Plan, in order to reduce carbon emissions.

3.4. Claimants are entitled to claim mileage when using their own transport for travelling on research business within the UK. Rates payable per mile are in accordance with HMRC guidelines published on <https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rulesfor-tax>

* Cars & Vans - £0.45 per mile up to 10,000 miles, thereafter £0.25 per mile
* Motorcycles - £0.24 per mile
* Bikes - £0.20 per mile

**4. Accommodation**

4.1. Wherever possible and practicable, all accommodation should be in comfortable economy-level accommodation. SLAS will not pay for accommodation arranged privately, even if it is cheaper than to stay at a commercially recognised hotel or to book through a commercial provider.

**5. Subsistence**

5.1. Meal costs should be reasonable. The maximum expenditure on breakfast that will be reimbursed is £15, and for lunch or dinner it is £25, including any drinks, up to a cumulative maximum of £65 in any 24 hr period.

5.2. Any costs not relating to the award holder should be deducted.

5.3. The Society will not pay for alcoholic drinks.

**6. Procedure for Claiming**

6.1. Claims should be submitted by the deadline stated in the e-mail to the Treasurer of the Society using the expense claim form that was sent. If there are issues which might prevent a claim being submitted in good time, it is the responsibility of the claimant to raise the matter with the Treasurer.

6.2. All items claimed for must be accompanied by itemised receipts of expenses actually incurred.

6.3 VISA, Mastercard, debit or credit card statements are not an acceptable form for proof of purchase and a receipt is required.

6.4. If claimants choose to utilise a service above a standard level in travel, accommodation or subsistence, they will be responsible for the difference between the cost of the service and the standard cost and it is incumbent on them to identify the difference in cost of the upgrade. The Society will pay the costs of the standard service.

6.5 Claims will be reimbursed in sterling, by direct bank transfer to the claimant’s nominated bank account wherever possible.

**7. Queries**

7.1 Queries over any claims will be raised first with the claimant concerned for clarification. Should there be any concerns arising from these discussions, then the Secretary and President will be informed, who will determine the next steps. This can include:

* to allow the payment as claimed for.
* the exclusion of items deemed to be outside the expenses policy.
* the capping of reimbursement at a lower level where it is deemed that the amount claimed is excessive and does not reflect an overriding necessity to incur greater expense than the economy rate.

Policy approved by SLAS Committee 10/1/2024