

## **Expense Policy**

### **1. Purpose**

1.1. Our expense policy outlines how we'll reimburse employees and volunteers for any work-related expenses.

1.2. We will define "work-related expenses" and set a procedure to authorise expenditure internally.

### **2. Types**

2.1. Expenses fall under two categories:

- Expenses that are paid directly by our Society on behalf of employees/volunteers.
- Expenses that are paid by our employees/volunteers and are reimbursable.

2.2. We will reimburse all reasonable business expenses, after they are approved, in part or in full as the case may be.

2.3. The category of expense should be agreed with an editor or coordinator prior to purchase.

### **3. Travel expenses**

3.1. Travel expenses include any kind of transportation and accommodation expenses that you incur when going on a business trip.

3.2. Expenses related to this category that may be fully or partly reimbursable include:

- Accommodation
- Air, train, taxi, bus or other transportation fares

### **4. Minimising expenses**

4.1. We want to avoid overspending or unnecessary costs.

4.2. We may contract with hotels and agencies to get the best price.

4.3. We will also aim for the cheapest option when we can. For example, we prefer booking train tickets in standard class, unless there is genuine reason for upgraded travel.

### **5. Non-reimbursable expenses**

5.1. We won't reimburse the following:

- Expenses incurred by spouses who accompany our employees/volunteers on their travels, unless the employee/volunteer requires a chaperone to accommodate a disability.
- Unauthorised service upgrade (e.g. business class or hotel rooms).
- Personal services (massages, beauty treatments etc.).
- Personal purchases (gifts, clothes etc.).
- Lost personal property (e.g. luggage).
- Food and meals.

5.2. This list is not exhaustive. Please ask an editor or coordinator about reimbursable expenses before you go on a business trip.

## **6. What are work-related expenses?**

6.1. This category includes expenses that are related to an employee either in the form of a benefit (e.g. business phone) or entertainment expenses that may occur in a business setting (e.g. professional dinners with clients or colleagues.)

6.2. These expenses may be capped and an editor or coordinator should approve them. If you spend more than the approved amount, you must cover the extra cost yourself.

6.3. We won't reimburse the following work expenses:

- Unauthorized or unscheduled business meetings with clients, partners or job candidates.
- Fines.
- Non-business subscriptions/training.
- Personal trips.

6.4. This list is not exhaustive. Please ask an editor or coordinator about reimbursable expenses before you submit a claim.

## **7. Procedure**

7.1. When you plan to go on work-related trips, editors and coordinators will typically arrange some elements. You need to:

- Book your own travel

7.2. You will need to book your own accommodation.

7.3. You will need document any expenses that our Society has not directly arranged for (e.g. taxi fares). Please ask for bills and receipts whenever you can.

7.4. You will need to submit your reimbursement claim through our accounting portal. Please submit your claim/report within three months after your trip.

7.5. The Secretary is responsible for approving expense claims and may refer it to the accountant if specialist advice is needed.

7.6. When you incur work-related expenses, you should:

- Ask for an editor or coordinator's approval
- Submit a reimbursement claim. Please submit receipts and bills for business dinners and transportation within one month.

This policy was edited by Rhys Everquill (Managing Editor) and reviewed by Megan Lupton (Communications Coordinator).

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