



# THE BRITISH ASSOCIATION OF UROLOGICAL SURGEONS

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## EXPENSES CLAIM FORM

Updated August 2019

**IMPORTANT: THE POLICY FOR REIMBURSING EXPENSES IS PRINTED ON THE REVERSE.**  
PLEASE RETURN THIS FORM **WITHIN ONE MONTH** OF THE MEETING FOR WHICH YOU ARE CLAIMING.

POST TO THE ADDRESS ABOVE **OR** EMAIL TO [FINANCE@BAUS.ORG.UK](mailto:finance@baus.org.uk) ATTACHING SCANS OF ALL RECEIPTS.

Expenses cannot be reimbursed if the claim is received after 31 December of the year in which the meeting was held.

### MEETING

NAME OF MEETING:	DATE:
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### CLAIMANT

NAME:
ADDRESS: <i>Details of the address which will be printed on the remittance advice</i>
EMAIL ADDRESS: <i>Details of the email address to which the remittance advice will be sent</i>

### CLAIMANT PAYMENT DETAILS

BANK SORT-CODE (six digits) <i>For direct credit to UK bank accounts only</i>	BANK ACCOUNT NUMBER <i>(8 digits)</i>
BANK NAME & ADDRESS	

### EXPENSES CLAIMED

AIRLINE FARE <i>Economy class only on flights of 4 hours or less</i>	£	TRAIN FARE <i>See reverse of form for reimbursement policy</i>	£
CAR MILEAGE <i>At 38p per mile</i>	£	TAXI FARES <i>See reverse of form for reimbursement policy</i>	£
HOTEL ( <i>include VAT receipt</i> ) <i>Maximum amount £200 per night / (£220 Central London hotels only)</i>	£	OTHER	£

**Click green square to email this form to BAUS**  
**Please attach all receipts - including VAT receipts for accommodation charges**

**TOTAL EXPENSES CLAIMED** £

Office Use Only

Approved by

Approval Date

Payment Date

SAGE Nominal / Dept Code

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The British Association of Urological Surgeons Limited (registered in England and Wales)

Registered Charity Number: 1127044 Registered Company No: 06054614 VAT Registration Number: 380 5441 5

## EXPENSES REIMBURSEMENT POLICY

### WHEN BOOKING YOUR TRAVEL:

Please book tickets as far as possible in advance to secure the most economic rates, ideally not less than 2 weeks before travel. Tickets purchased for travel on the day, or at premium rates, will only be reimbursed in exceptional circumstances, and on a discretionary basis, when accompanied by a written explanation to the Honorary Treasurer specifying the circumstances necessitating this class of transport. In these circumstances, BAUS reserves the right to reimburse up to the equivalent of an open standard class return rail fare. BAUS will not refund any ticket which falls outside this policy or for attendance at any meeting when the attendee has not been invited to participate by BAUS.

For individuals attending meetings on behalf of BAUS the following expenses may be claimed:

<b>AIR</b>	Economy class only on flights of 4 hours or less.
<b>TRAIN</b>	Advanced purchase first-class return fare (except Heathrow Express train service where standard class travel will be reimbursed). See above for restrictions on reimbursement of first class tickets purchased on the day for intercity trains or at premium rates.
<b>TAXI</b>	Taxi fares will normally only be reimbursed for journeys up to 10 miles. For longer journeys (for example to airports) train/underground should be used unless trying to meet a tight time schedule. BAUS will not reimburse the costs of chauffeur-driven cars.
<b>CAR</b>	Mileage will be reimbursed at the rate of 38 pence per mile. BAUS will also reimburse congestion charges.
<b>PARKING</b>	Parking charges will be reimbursed in full. At airports, the most economic car park should be used, for example for periods of over 12 hours this is usually the long-stay car park. BAUS does not reimburse charges for valet parking or 'meet & greet' parking.
<b>HOTEL</b>	Hotel charges (including charges for dinner and breakfast) will be reimbursed up to a maximum of £200 per night (£220 for hotels in Central London). <b>Expense claims must be accompanied by a VAT receipt for reimbursement as this is necessary for BAUS to reclaim the VAT paid.</b> The VAT receipt will give details of the VAT paid and the VAT registration number of the hotel / company through which an on-line booking was made. BAUS will not normally reimburse costs for hotel accommodation where the venue of a meeting is within about 1 hour commuting distance of the claimant's home - please contact the BAUS office for advice. BAUS will advise, in advance, if hotel accommodation will be reimbursed in respect of a BAUS Committee or Council meeting.
<b>REFRESHMENTS</b>	Refreshments & subsistence claims will only be reimbursed in exceptional circumstances or by prior arrangement.

### WHEN SUBMITTING YOUR EXPENSES CLAIM:

Claims for expenses should be submitted promptly after the date of the event (normally one month). Expenses cannot be reimbursed if the claim is received after 31 December of the year in which the meeting was held.

Claims posted to BAUS must be supported by original receipts/vouchers for each item of expenditure. Claims sent by email must be supported by receipts/vouchers in pdf format for each item of expenditure. Please note – BAUS may request submission of the original receipts/vouchers – so these should be retained. Receipts for hotel bills, meals, rail travel, taxi fares & off street parking must be provided. Exceptions may be made where it is difficult to obtain vouchers but each case will be considered by the Honorary Treasurer.

BAUS' preferred method of payment is by Bank Transfer.