

Volunteers' Travel Expenses Guidelines - Since 2006

These guidelines for claiming travelling expenses were agreed at the meeting of the Board of Directors of Raillfuture Ltd on 12/11/2005. These guidelines have been amended for name changes and Board decisions.

GUIDELINES (Revised 1 Jan 2018 for company name change and room hire cost approval and since for new reg office)

These apply to volunteers on all groups (including Board members) at national level. Branches do not normally pay travel expenses for local travel but should refer to these guidelines for longer-distance travel.

1. The claim form requires travel detail and the full amount of the expenses incurred to be reported.
2. At each meeting the chairman should ask each member present how much their travel has cost (whether claiming or not) and record this information. The breakdown should be recorded by the budget holder.
3. The Company will hold a minimum of four Board and four Finance & IT (real or virtual) meetings per year. National Groups are each funded for a maximum of three (or four) meetings a year. The finishing time should be stated on the agenda and be no later than 18:00. The chairman of the meeting has discretion to re-arrange the agenda to allow for any pre-notified late arrivals or early departures. Room hire for these "internal" meetings requires approval from the Chair, Vice Chair or Financial Director if over £80 (or £100 in London).
4. Travel expenses may be claimed when representing the Company at external meetings in an official capacity provided that a direct benefit is demonstrable (such as a written report of the meeting). Expenses are not normally paid to attend public meetings when local Raillfuture members would be representing the Company unless as a speaker, in which case the organisers should be expected to pay travel expenses. All groups and branches should be notified that a meeting with, for example, a minister or Transport Focus is to take place unless there is insufficient time. Agenda items for ministerial meetings should be channelled through the Board.
5. The guidance to claimants is that they are requested to waive the first £10 on net amount of expenses.
6. Claims should be based on the cheapest reasonable fare (e.g. railcard fares to which the member may be entitled and advance fares/split tickets where appropriate) – effort should be made to try to find cheap fares and payment may be capped if this is not done. A longer or slower route need not be taken solely to save money.
7. Bus fare or petrol (@25p per mile where no public transport is available) is claimable for any distance to/from railway station. Note: HMRC allows 45p and the remaining 20p may be claimable on a SATR (i.e. tax return).
8. Someone present only for half the meeting receives no travel expenses; a person present who misses more than 25% is only entitled to 50% of expenses unless a good reason is given (to chairman's satisfaction).
9. A member failing to complete tasks agreed on Actions Points list at the previous meeting may be restricted to a maximum of 50% travel expenses at the next meeting unless good reason is given (to chairman's satisfaction).
10. Unwaged or low-income members may claim full travel expenses (but do not have to do so).
11. In all cases where the full amount is not normally claimable the budget holder has discretion to pay in full, providing funds are available, but must record the reason on the back of the expense claim form.
12. These rules also apply to specialist groups at national level, unless these also generate income of their own to help with travel costs.
13. The directors' allowance for printing and internet was abolished from 31st December 2016.
14. Directors are required to submit an annual expense declaration of costs incurred whether reimbursed or not. A copy of the guidance to completing the declaration can be found at <http://www.raillfuture.org.uk/display1154>.

CONSULTANTS, SUPPLIER STAFF AND THOSE WORKING FOR AN AGENCY are entitled to full expenses. A different petrol rate may apply. Rail cards, Group Save, Advance and split tickets should still be used wherever possible. **Receipts are required to support all claims for reimbursement of expenses.**

Disclosure of Directors Expenses – Principles

The expense guidelines on the previous page apply to the directors (who are, of course volunteers) as well as all other Railfuture volunteers. However, as directors defined the guidelines it is right that directors are held to a higher level of scrutiny.

Following a decision by the Board in September 2013, all directors are required to submit an itemised list of expenses at the end of the year, which will be uploaded to the website for members and the public to read. This is not optional – it is a condition of standing as a director, as stated on the nomination form.

The aim is to demonstrate to members, especially those who add a donation to their membership fee, take part in the monthly lottery or Annual Draw, and also those considering leaving a legacy, that their money is well-spent by Railfuture and their trust is not being abused. Only expenses for directors are disclosed by the directors, who have a duty to ensure that expenses given to other volunteers can be justified.

The disclosure should show a line for every activity 'on company business' that that the director was involved in during the year (or part year if they joined and/or left the Board mid-year), whether expenses were claimed or not, and whether expenses would have been payable or not. These lines (which should show both the amount claimed and the amount waived as well) should include branch and national group activities as well as Board activities, as it is important that members have confidence that expenses were not waived at one event only to be claimed at another

Where a director attends an event like any other member and does nothing to justify having any expenses reimbursed then this need not be disclosed. Examples that would not be disclosed are attending the national AGM or a national conference where they take no official part in the event; a branch meeting if they are not Board liaison for that branch, and social events such as a meal.

Declarations can be read at <http://www.railfuture.org.uk/expenses>. A copy of the guidance to directors for completing the declaration form can be found at <http://www.railfuture.org.uk/display1154>.

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