

Speaker Expense Travel Policy

Expenses and reimbursements for South Asian Health Foundation Speakers

This policy applies to all speakers at the South Asian Health Foundation Conference/Events seeking reimbursement for travel relating to their attendance to the Conference/Event.

Expense Claims

An expense claim form must be completed (sent to you after the conference/event) and submitted in order to receive reimbursement for your travel expenses.

Original receipts must be attached to the expense claim form for this to be processed. For mileage claims, where no accompanying receipts are needed, the form can be electronically signed and submitted to the administrator via email. The expense claim will be checked and signed off by the relevant Trustees before being submitted for payment. In event instance, the expense claim form must be signed by the speaker submitting the claim.

Expenses claims should be submitted **no later than eight weeks after** the end of the conference/event. Any expenses received after this will **not** be reimbursed.

When planning your journey please take time to find the cheapest mode of transport; as a Charity South Asian Health Foundation must seek to limit costs wherever possible. In exceptional circumstances if non-standard class travel is required or is deemed appropriate by Trustees, this will require the prior approval of Trustees and again, the most cost-effective option should be sought.

Rail Travel

Only standard rail travel will be reimbursed. Journeys must be pre-booked at least a month in advance to ensure the cheapest fares are obtained. The start and end points of each journey, together with the dates of travel and the reason for travel should be stated. Please do not purchase 'open' or 'anytime' tickets as these are considerably more expensive and will not be reimbursed, unless under exceptional circumstances (please justify on your expense claim form).

Airline Travel

All airline flights must be purchased at the most economical class of service, booked **at least a month in advance**. Restricted or special discount fares are to be utilised wherever possible. The start and end points of each journey, together with the dates of travel and the reason for travel should be given.

Mileage

The expense claim should state the purpose, and start and end locations of the journey. The mileage rates payable to speakers who use their own vehicles are set out below. These rates are based on the authorised mileage rates issued by Her Majesty's Revenue & Customs (HMRC), which are reviewed annually.

The SAHF rates effective (until further notified) are:

Car: 25p per mile

Each passenger: 5p per mile

Motor Cycle: 24p per mile

Oysters/Contactless Cards

If you are travelling within/through London and using an Oyster card or contactless card please do attach a copy of the journey history to your expense claim form. This can be obtained by registering your Oyster/contactless card on the TFL website.

Miscellaneous travel-related expenses

Tolls

Necessary and reasonable tolls are reimbursed. Where possible, receipts should be provided.

Parking Charges

Necessary charges for parking are reimbursed, including airport parking fees that do not exceed normal taxi fares to and from airport. Please use public transport or take a taxi to the airport rather than your car if the cost of parking will be higher.

Public Transportation

Public transportation is reimbursable, and should be used wherever practical.

Taxis:

In exceptional circumstances taxi fares reimbursed. For example, travel late at night when personal safety is a concern, where the use of public transport is not possible due to a disability or when heavy items are to be carried. When taxi fares are purchased, a justification must be provided on the expense claim form.

