

EXPENSES POLICY

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Rationale for document	Information and guidance on the claiming and reimbursement of expenses
Target audience	ATP members
Original document created for	Association of Tongue-tie Practitioners (ATP)
Linked procedural documents	ATP constitution, professional conduct policy

CHANGE HISTORY

Version	Date	Reason
0.1 (once ratified this will become version 1.0)	Created February 2020	To produce a general guide to help ATP members know what they can claim expenses for and how they can be reimbursed.

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1. INTRODUCTION / STATEMENT OF PURPOSE

This expenses policy has been written so that members of ATP and visiting speakers are aware of the out of pocket expenses they are entitled to claim money back for and the process involved to reimburse them.

2. ATP EXPECTATIONS AND POLICY COMPLIANCE

The ATP expects those claiming

- be honest and to keep any costs down as much as possible
- submit their completed claim forms to the treasury team as soon as possible / within at least 3 months from when costs were incurred
- submit all relevant receipts with their claim

The ATP treasury team will be expected to

- reimburse claims received, paying by bank transfer, within a month of receipt
- electronically scan and attach claim forms and receipts to the relevant transaction in the Quick books accountancy system.
- liaise with the rest of the committee for claims that don't fall within this policy

3. FRAUD, BRIBERY AND CORRUPTION

If any fraud, bribery or corruption is evident this will have serious consequences including reporting this to the individual's regulatory board and the police.

See professional conduct policy.

4. TRAVEL RELATED EXPENSES

Travel and parking expenses can be claimed. This includes train fares (booked in advance if possible and the cheapest route) and mileage at a rate of 45p / mile. Taxi fares are included if no other cheaper route of transport is available or if the claimant has a disability and is unable to travel any other way.

Those entitled to claim

- All ATP committee members attending committee meetings
- ATP members who are helping on the ATP stand at conferences / study days
- ATP organisers of study days / conferences
- Speakers at ATP study days / conferences (ATP members and non members)

Those who may be entitled to claim but will need committee approval first

- ATP members who are representing ATP at other meetings such as APPG or LCGB meetings and are prepared to feedback to the ATP.
- ATP members or visiting speakers presenting at an ATP forum – if they haven't already received funding from ATP for what they are presenting about.

5. ACCOMMODATION

Reasonable accommodation costs can be claimed and would need to be approved by the committee on an individual basis for

- Those setting up the ATP stand and who need to be there the night before.
- Organisers of ATP study days / conferences
- Speakers at ATP study days / conferences

6. FOOD AND ENTERTAINMENT

Reasonable meal costs can be claimed and would need to be approved by the committee on an individual basis for

- Those setting up the ATP stand and who need to be there the night before.
- Organisers of ATP study days / conferences
- Speakers at ATP study days / conferences

7. OTHER EXPENSE TYPES

Expenses incurred fulfilling committee roles

- Postage
- Stationery
- Reimbursements for gifts, stand items

8. COMPLETION OF CLAIM FORM

- Access claim form via the ATP website
- Complete electronically or by hand and give / email to the treasury team
- Include your bank details on the form and ensure you include any receipts