



Association of  
Tongue-tie Practitioners®

Educate • Support • Care

# ATP Expenses Policy

(Appendix 2 to ATP Constitution)

(June 2024)

## CHANGE HISTORY

Version	Date	Reason
<b>Version 1.0</b>	Reviewed and approved June 2022	To produce a general guide to help ATP members know what they can claim expenses for and how they can be reimbursed.
<b>Version 2.0</b>	04/06/2024	Bi-annual review and amendments for clarification

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## **1. INTRODUCTION / STATEMENT OF PURPOSE**

This expenses policy is Appendix 2 to the Association of Tongue-tie Practitioner's (ATP's) Constitution and 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 2 months from when costs were incurred. Claims that are submitted later than this will only be paid if adequate justification for the delay can be proven.
- 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 QuickBooks 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. Public transport, train and bus fares, mileage at a rate of 45p per mile. Taxi fares when necessary.

Train fares, booked in advance when possible and the cheapest route.

Where possible public transport is encouraged, and use of a private vehicle should be an exception and only when public transport works out more expensive or there is a need to transport ATP supplies to study days/conferences. If using a private vehicle, car share where possible. If using a private vehicle, car share where possible. You may need to upgrade your current vehicle insurance to 'business use cover' if you wish to claim mileage. This is necessary to ensure that you are covered to travel in your own vehicle whilst acting on behalf of the ATP.

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.

When booking accommodation, include cancellation options where possible, as ATP will not reimburse fees for cancelled events.

## **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.

The following claims may be made:

Breakfast – when leaving home before 06:30 – up to £10

Lunch – up to £10

Evening meal – when returning home beyond 20:00 – up to £20

## **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 - <https://www.tongue-tie.org.uk/expenses-claim-form>.
- Complete electronically or by hand and email to the treasury team - [treasurer@tongue-tie.org.uk](mailto:treasurer@tongue-tie.org.uk).
- Include your bank details on the form and ensure you include any receipts.