

# Expenses & Travel Policy – Volunteers

## Introduction

The CGIUKI Expenses & Travel policy for volunteers may be amended or updated; relevant changes will be circulated as they occur. All individuals should familiarise themselves with the travel procedure.

## Responsibilities

CGIUKI will reimburse volunteers for reasonable expenses incurred “wholly, exclusively and necessarily” in performing duties for The Chartered Governance Institute UK & Ireland.

All volunteers have a responsibility to exercise the same degree of care regarding Institute expenditure as they would with expenses borne personally. Submission of expenses that are not in compliance with this policy risk delayed partial or forfeited reimbursement.

All air travel arrangements must be authorised in advance by the CEO or the Head of Secretariat. Further information is contained in the “How to Book Travel” section of this document.

Volunteers must account for all business expenditure by submitting comprehensive expense reports for approval. Original bills, invoices, receipts, etc, wherever possible, are required to support all claims.

## HOW TO BOOK TRAVEL

### Flights

Tickets, when possible, should be booked through the Secretariat office. Exceptionally, and only with the prior arrangement of the CEO or the Head of Secretariat, volunteers might make their own travel arrangements.

CGIUKI’s policy is to book the lowest airfare available corresponding to the needs of the traveller. In order to do this, we will offer departure/arrival times within two hours of the requested time. Volunteers may not select a higher price option without the written approval of the CEO or the Head of Secretariat.

CGIUKI will make the appropriate arrangements and record the request in the Management Reports compiled for monthly review. Volunteers do not have the authorisation to specify a preferred airline unless approved by the CEO or the Head of Secretariat. Normal class of travel when flight time under 4 hours will be Economy. Travel by Premium Economy is permitted on long haul flights over 4 hours. Flexible tickets should only be requested where absolutely necessary.

All flights should be requested as far in advance as possible.

As an alternative to flights, Eurostar or ferry (with car) are an approved form of travel providing the cost is no greater than corresponding air spend. The same authorisation procedure as for flights is applicable and all reservations are to be made, when possible, through the Secretariat office.

Any compensation received by individuals from travel providers following interrupted travel must be offset against their expenses. Furthermore, volunteers are encouraged to pursue compensation payments when they are available.

## **Rail**

Whenever possible, tickets must be booked through the Secretariat office and be requested as far in advance as possible. However, CGIUKI recognises that occasionally, it might be more convenient for individuals to book their own rail tickets. Volunteers are strongly encouraged to take advantage of discounted fares when they are available.

All volunteers should travel in standard class. First class travel is not permitted unless it is arranged by an advance purchase ticket and is less than the cost of an off-peak standard class fare.

## **Accommodation**

All hotel reservations should be made through the Secretariat office.

The room rate will be pre-paid by CGIUKI. If this is not possible, volunteers should settle their own accounts, and claim reimbursement through the normal expense procedure (expense claim form attached).

The following can be claimed through expenses:

- Evening meal with reasonable drinks
- Business and private calls (these should be limited to short calls to home)

It is recommended that the volunteer use a mobile phone if one is available as hotel telephone rates are normally quite expensive.

CGIUKI will not reimburse for any of the following items:

- Entertainment, e.g. sports facilities, video channels
- Minibar, papers and laundry

UK accommodation should be no more than 3\*+ - to include breakfast.

International accommodation 4\* - to include breakfast.

Where an exception is to be made this must be approved by the CEO or the Head of Secretariat.

## **Car Hire**

A car should be rented only when other means of transportation are unavailable, more expensive or impractical. The use of a rented car must be justified as a business need, not a matter of personal convenience. Rented cars should be an intermediate size or smaller. A larger vehicle is only permitted when four personnel or more are travelling together.

Car rental is to be made through the Secretariat office. Additional insurance to cover third party injury/damage will be purchased from the rental car company.

Volunteers are encouraged to refuel rental cars prior to returning in order to avoid extravagant charges from the hirer.

### **Personal Car**

Volunteers may utilise personal cars for business travel when other transportation is unavailable or uneconomical. An accurate log of mileage must be recorded. Use of personal cars will be reimbursed at the standard rate of £0.45 per mile. This allowance is to cover all costs, i.e. petrol, insurance, depreciation.

Fines – CGIUKI will not pay for any fines incurred, e.g. speeding, parking etc.

London congestion charge – CGIUKI will reimburse any claimant for the congestion charge where the claimant's normal place of work is their home address and where they do not have an office at Saffron House.

Receipts must be provided.

### **Tolls, parking and Underground**

Costs will be reimbursed relating to business travel and should be claimed through normal expense procedure. Where practical a VAT receipt should support the claim.

### **Taxi**

Volunteers are encouraged to utilise public transportation whenever feasible. The use of a taxi is only authorised when more economical services are not practicable. CGIUKI can arrange taxis for longer journeys (for example to the Airport when public transport not available), whenever possible, these should be booked in advance through the Secretariat office.

### **Meals and Entertainment**

#### Payment and Documentation

All meal and entertainment costs should be supported by a printed receipt attached to an expense claim form. The receipts should cover:

- Name and location of the establishment where expense occurred
- Establishment VAT number
- Amount and date
- Number in party

Failure to comply with HMRC requirements could result in additional benefit in kind tax liability for individuals.

### **General**

If a volunteer is invited by any outside group/individual with whom CGIUKI is or may be associated with to attend functions accompanied by a spouse/partner, then the approval of the CEO or the Head of Secretariat should be obtained.

### **Immunisation**

CGIUKI will reimburse the volunteer for any necessary immunisation or medication costs associated with Business Travel e.g. Yellow Fever Immunisation, Malaria tablets etc.

The volunteer is responsible for ensuring all appropriate immunisation or medication recommendations have been implemented prior to travelling. The recommendations of the Foreign and Commonwealth Office provide the guidelines to be adopted for the various country destinations. Details are available from; [www.fco.gov.uk](http://www.fco.gov.uk) .

### **Visas**

Whenever possible, visas should be organised through the Secretariat office. Require at least 3 weeks' notice and all appropriate documentation.

### **Extended Travel at personal choice**

Where a volunteer wishes to extend their business travel to include leisure days, CGIUKI will bear the cost of the flight and accommodation for the business trip only. Additional flight costs for extended travel dates, insurance and for hotels and transfers will be purchased by the volunteer.

### **Distribution**

The latest amended signed copies of this Policy are held in the Secretariat and in the HR Offices Policy document file.

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