



ARC Expenses claim form

(Processed by AUA on behalf of ARC)

Please refer to the guidelines overleaf. All details must be completed and original receipts attached.
Once complete please return to info@arc.ac.uk.

Full Name: _____

Contact Number: _____

Address: _____

Your Bank Sort Code: ____/____/____ Bank Account Number: _____

Signature of claimant: _____ Date: _____

Reason for claim being made: _____

Place or meeting visited: _____ Date of meeting: _____

Details of expenses claimed:

Travel		£
		£
		£
		£
Subsistence		£
		£
		£
		£
Other expenditure		£
		£
	Total Expenses	£

Authorised Signature: To be completed by an officially listed authorised ARC signatory, who is not the claimant.

Signed: Date: / /

Print Name:.....

Nominal code to debit:	Amount:	Office use only
	£ .	
	£ .	
TOTAL OF ALL CLAIM SECTIONS	£ .	Total to pay

Introduction

- a) These guidelines must be used by all persons working on ARC business to enable them to complete expense claim forms. It also provides guidance for authorised signatories on the approval of expense claims.
- b) It is expected that the expense arrangements set out in this guide avoid the need to deduct tax from expense payments and it is not therefore usually necessary for you to declare them on your own tax return.
- c) ARC reserves the right to make changes to these guidelines from time to time and any amendments will be circulated to relevant parties.
- d) Expenses claims must be submitted to the AUA national office on behalf of ARC within 30 days of the activity. Claims submitted after this date will not be reimbursed.

What can you claim?

- a) This document is concerned with the process of reimbursing the cost of expenses "wholly, necessarily and exclusively" incurred whilst on ARC business. This is based on HM Revenue and Customs' rules concerning business expenses.
- b) Expenses may include those related to travel, whether to a conference, a course, a meeting, or any other "business" trips. In addition to actual travel costs, some expenses directly associated with a journey may also be reclaimed e.g. accommodation, subsistence.
- c) If anticipated expenditure is more than £200 (including travel costs), approval must be sought from the national office in advance of the purchase being made.
- d) ARC will not normally reimburse travel / other claims for non-attendance at events / ARC business meetings.
- e) If your circumstances fall outside the scope of these guidelines, please contact the national office before incurring any expenses.

Travel by private car

ARC will pay mileage claims @ 40p per mile up to a maximum of 100 miles per round trip. Mileage above 100 miles must be approved in advance by the AUA national office; otherwise, the journey cost will be reimbursed at the same rate as a standard saver return rail fare.

- a) A mileage allowance will only be reimbursed if you use your own vehicle for business journeys.
- b) Full journey details must be included in the claim in order to allow proper and complete checking of the journey. Claims will be adjusted accordingly.

Car parking, tolls and tunnel fees

- a) Car parking charges incurred whilst on business journeys can be recovered. Tickets must be retained.
- b) Parking tickets and other charges arising from illegal or inappropriate parking cannot be claimed. The charge must be paid by the individual.
- c) Tolls and tunnel fees may be recovered. Receipts or tickets must be retained.

Accommodation and meals

- a) Accommodation will normally only be booked where meetings starting before 10.30am and/or finish after 7pm.
- b) Accommodation can be claimed at the following rates: up to £85 outside of London, up to £120 in London. Approval from the national office is required for expenditure above these rates.
- c) ARC will not reimburse charges for items such as hotel bar bills, telephone calls (except on ARC business).
- d) You must always obtain a bill or receipt at the time of checking out of a hotel even if it has been pre-paid.
- e) Claims for alcohol will not be reimbursed.

Subsistence Rates of not more than the following can be claimed: £10 for breakfast or lunch or snacks and hot drinks – where these are not provided during the event / business day, £20 dinner (only if staying overnight)

Entertainment and hospitality

Only paid in respect of planned and approved hospitality

- a) Receipts must be obtained for all expenditure incurred in respect of hospitality and included when a claim form is submitted to the national office.
- b) Service charges automatically included in a bill may be reclaimed and reimbursed tax-free. Tips and similar gratuities up to 10 per cent of the bill are also eligible for reimbursement.
- c) Claims for alcohol will not be reimbursed.