



# 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.

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:

<b>Travel</b>		£
		£
		£
		£
<b>Subsistence</b>		£
		£
		£
		£
<b>Other expenditure</b>		£
		£
		£
	<b>Total Expenses</b>	£

**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
	£ .	
	£ .	
<b>TOTAL OF ALL CLAIM SECTIONS</b>	£ .	

# Academic Registrars Council – Expenses Policy

## 1. Introduction

1.1 This policy provides guidance to individuals claiming reimbursement of expenses incurred in connection with ARC business. Where possible the member's institution should cover the costs for Council Meetings, Executive Meetings, Practitioner Group Meetings or equivalent and Conference. However, where costs are incurred these should adhere to the Expenses Policy.

## 2. Scope

2.1 The Expenses Policy ('Policy') applies to all Executive members, ARC members conducting the work of the Executive or any, *Executive approved*, individual conducting work on behalf of the Executive, who incur expenses that the ARC has agreed to reimburse.

2.2 The Policy applies irrespective of the method of payment for the expense (i.e. whether reclaimed via expenses or paid with a credit card) or the source of funding.

2.3 This Policy provides claimants with the necessary guidance on the types of expenses they can claim. Following this guidance will avoid delays in reimbursement and minimise any possibility of further enquiries by the Chair, Vice-Chair or Business Secretary. **Submitting, or attempting to submit, a fraudulent claim will be treated as gross misconduct** (see Section 3.6 f of the constitution).

## 3. Responsibility of the authoriser

3.1 Authorisers must ensure that all reasonable steps have been taken to ensure that claims are fully supported by documentation.

3.1.1 For all expenses, this includes a fully completed expenses claim and the VAT receipts relating to the business expenditure.

3.1.2 The reason for incurring the expenses must also be fully justified.

## 4. Responsibility of ARC

4.1 In the event that an individual has any questions arising from this Policy, or has any queries relating to the reimbursement of expenses, they should contact the Vice- Chair in the first instance.

## 5. General Principles

5.1 An expense claim should be submitted to request reimbursement for business expenses that have been incurred personally.

5.2 In the interests of value for money and the appropriate use of public funds, claimants are expected to be prudent and reasonable ensuring costs are kept to a minimum (See section 6) and delegated authorisers are expected to be diligent in their review and approval of expenses.

5.3 Reimbursement will be made providing the claim has been appropriately authorised and receipts supporting the claim have been returned to the ARC office at the AUA. Claims should be submitted as soon as possible and those over 3 months old will not be paid unless a reasonable explanation can be provided for the delay. An incomplete or incorrect claim will be returned with an explanation as to why it

cannot be processed. The claim should be amended as required and then resubmitted for processing. Photographic evidence will be permitted of receipts but originals should be available for consideration if required.

5.4 The claimant should also be mindful of ARC financial year end (31 July). In order to adhere to approved accounting procedures, all expenses for that financial year must be submitted and approved prior to the year end to ensure the expense is appropriately captured for the appropriate financial year.

## **6. Expense Allowances**

6.1 You are entitled to claim for all reasonable travel and subsistence expenses within the following ARC guidelines:

6.1.1 Subsistence expenses are generally not expected to exceed £30 for a full day's absence except in exceptional circumstances

6.1.2 All claims for reimbursement must be supported by receipts

6.1.3 Items of a personal nature, such as toiletries, newspapers, cigarettes etc, will not be reimbursed by ARC

6.1.4 One alcoholic drink will be reimbursed when purchased as part of a meal

6.1.5 Bed and Breakfast allowance is £100 per night (£150 for London), however, location and room, availability will be taken into account

6.1.6 It is ARC policy that travel (including air travel) is booked economy class and that special reduced and cheap day rates should be used where available

6.1.7 For travel by private car, mileage claims @ 40p per mile will be paid up to a maximum of 100 miles per round trip. A mileage allowance will only be reimbursed if own vehicle is used for business journeys. Full journey details must be included in the claim for authorisation and may be adjusted accordingly

6.1.8 You should ensure that your insurance covers the use of your car on ARC business, and should only carry passengers if the policy permits.

## **7. Claims when travelling with spouses/partners**

7.1 Where the claimant is accompanied by a spouse/partner or another non-ARC connected persons, the claimant must only claim the appropriate share of each item of expenditure, consistent with that which would have been incurred if travelling unaccompanied. Under no circumstances must ARC incur additional costs on account of the claimant's travelling companion(s).

## **8. Claims with extended visits**

8.1 Extended visits are those which include time spent on non-ARC business such as earlier arrival or later departure. Extended visits may be permitted provided there is no additional cost to ARC and it is not a regular occurrence. Any additional costs for baggage (such as golf clubs, bikes, skis etc) will not be reimbursed. Prior approval for extended visits should be obtained from the Vice Chair.

## 9. Receipts

9.1 Receipts must be provided to account for each item of expenditure. Non attachment of receipts may mean that items are disallowed from the claim reimbursement or may be subject to employment tax. If no proof of payment is available the claimant should record this when completing the expense claim.

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<sup>1</sup> Annually for first year of operation. Subject to satisfactory implementation, move to 3-year re-approval by Executive and ratification at AGM.