

CSP Members Expense Claim Form

All claims must be received within THREE months of expenditure and forwarded to – Finance team, 14 Bedford Row, London, WC1R 4ED



Contact details			Details for payment			Office Use Only	
Name:	Membership Number		Bank		Date Rec'd		
Address:			Branch		Customer No.		
	Post Code:		Sort Code		PL Number		
Email Address (for remittance)			Account No.		NL Code	10-12-416-140	

Date of Meeting:	Name of Committee / event and meeting place:	Period of Absence from base		Journey		Mode of Transport	Mileage (if by car):	Subsistence (See overleaf) £	Amount Claimed	
		Date : Time	Date : Time	From	To				£	p

Carer Expenses in respect of above meeting(s) – if applicable

Comments if applicable

Date of Meeting:	Name of Committee / event and meeting place:	Hours of additional care	Hourly / Day rate £	Number cared for	Amount spent £	Amount Claimed	
						£	p

I certify that I have incurred these expenses on behalf of the CSP

Signature of Claimant

Date

Total Amount Claimed

Receipts where applicable must be attached. Credit card receipts are not acceptable

Please write amount in words here

Signature of Authoriser

Date

£

p

REGULATIONS FOR REIMBURSEMENT OF MEMBER EXPENSES BY THE CSP

The CSP has to balance the interest of members who pay the subscriptions that fund its activities and those of the members and officers who travel on its behalf. The following rules will govern reimbursement of expenditure on travel expenses unless prior authorisation has been given by an authorised CSP officer, for any variation. Please complete the form overleaf for **expenses actually incurred which should be supported by itemised receipts for all items**, apart from minor business travel expenditure such as parking, congestion charges, road and bridge tolls and tube fares, where receipts are not available. **Credit card receipts are not an acceptable alternative; this is a directive from HM Revenue and Customs.**

1. TRANSPORT COSTS

- (a) Rail bookings should be made through the Trainline via the CSP website. The Society will meet the cost of the lowest available standard class rail or economy class airfare. Advance tickets should be used where possible, or low cost carriers for air travel. First Class Rail Travel is permitted if available at a cheaper rate than standard class. Please forward a screenshot of the saving, for audit purposes to finance@csp.org.uk.
- (b) Car drivers may claim 45p per mile (this represents the current HMRC maximum), **provided the costs do not exceed the most economical rail fare.**
- (c) Car drivers may claim 5p per passenger per mile for carrying fellow members to a CSP business meeting or event. Passenger names and mileage must be detailed on claim forms.
- (d) Taxi fares will normally be reimbursed only if public transport is not available or a taxi is clearly more appropriate. A brief reason for the use of a taxi should therefore be given. Receipts will be required for all fares.
- (e) In line with the CSP's commitment to public transport and health promotion, cycling is encouraged and a rate of 20p per mile may be claimed.

2 SUBSISTENCE

- (a) If **hotel costs** are incurred for an overnight stay, actual expenditure on bed and breakfast up to £150 (or 3*), plus the meal allowance may be claimed. Please provide a receipted hotel bill for VAT purposes.
- (b) **When staying with a friend or relative** where a hotel is not used, £25.00 may be claimed in addition to normal expenses.
- (c) **If accommodation and main meals are paid directly** (eg at a conference) or provided by hosts, no overnight or other subsistence is payable.
- (d) **For absences from home not involving a night away**, when the member or officer necessarily has to incur expenditure on meals because these have not been otherwise provided, then a subsistence allowance is payable as follows:

Breakfast

The cost of a breakfast will be met if the trip involves leaving home before 7.30 a.m.
(Receipts required for all amounts claimed).

Lunch allowance

More than 5 hours away from base including lunchtime, ie 12.00 – 14.00.
(Receipts required for all amounts claimed)

£7

Evening meal allowance

More than 10 hours away from base, ending after 19.00 (Receipts required for all amounts claimed). £25

- (e) Other incidental expenditure will not be reimbursed unless clearly exceptional or unusual. Expenses incurred on the Society's behalf – eg business phone calls – will be reimbursed, but members are asked to exercise reasonable economy, eg by minimising the use of hotel bedroom phones.

3 CARER EXPENSES

- (a) The sums agreed are up to £50 per day for one cared for person or £75 per day for two and, thereafter, £25 for each additional cared-for-person. Please use the "amount spent column" to indicate the actual sums paid if greater.
- (b) The CSP will pay additional child care costs for attendance at any meeting for which travel and subsistence expenses are normally paid by CSP. It will also apply to meetings attended by stewards at their work place but outside normal working hours, which lead to additional carer costs. If you are in doubt about eligibility, please consult the Chief Executive's office.
- (c) Reimbursement will be made of any additional carer expenses incurred in excess of those borne in normal circumstances, ie extra expenses paid out specifically in order to undertake CSP business.
- (d) These expenses can include care of children, old people, sick or disabled people (no animals)
- (e) If you have any comment or useful data on this topic, please write to the Chief Executive's office at the Society

Please make sure you sign the form and that the total amount claimed is entered in words before submitting to the CSP. Reimbursement will be by BACS. You will receive an electronic remittance advice from CSP when payment is made, please ensure your email address is current. (It is only necessary to supply bank details re your expenses once, unless there is a change of bank account).