

**The Keep**

**Creech Castle**

**Taunton**

**TA1 2DX**

**Phone: 01823 327030**

[**E-mail: accounts@archives.org.uk**](mailto:accounts@archives.org.uk)

**How to fill out this form**

**Please ensure you do the following.**

**1. Fill out your name, address & contact details.**

**2. Fill out the purpose of your expenses in detail.**

**3. Breakdown of expenses being claimed in relevant boxes.**

**4. Attach all relevant original receipts.**

**5. Sign your claim form.**

**6. Obtain budget holders signature (Authorising Officer).**

**7. Send to the** [**accounts@archives.org.uk**](mailto:accounts@archives.org.uk)

**ARA Expense Claim Form (Fill in a different form for each meeting/visit).**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
| Date | Description | Transportation/ Mileage Costs  (Please state mileage) | Accommodation  Costs | Meals/ Refreshment Costs | Other Costs | Total |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | | | | | **Subtotal £** |  |
| **Subtotal €** |  |
| **Total due** |  |

**Claimant: Address:**

**E-mail Address:**

**Purpose of expense:** Please state the name and date of your meeting also the capacity in which you attended.

**Preferred Method of Payment: BACS CHEQUE**

**(Tick one option only)**

If payment by BACS please send your sort code and account number to [accounts@archives.org.uk](mailto:accounts@archives.org.uk). We only need your account details once please do not send them again for any future claims.

* **All relevant receipts must be attached to this claim.**

**Signatures Required:**

I confirm that I am not being reimbursed from any other source for the above expenditure.

Claimant: Print Name:

Authorising Officer: Print Name:

Date

Date

**ARA OFFICE USE BACS:**

**CHQ: DATE:**

**TRANS REF:**

ARA Budget Code:

**Bank Details for BACS Payments**

**Bank Name: Account No: Sort Code:**

**Name which appears on the account:**

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**ARA EXPENSES POLICY**

**What can I claim for?**

Basic rule: **all expenses related to your travel are refunded.**

 **Travel Costs**

 **Accommodation**

 **Meals/Refreshments**

 **Reasonable Child Care Costs**

 **Other Expenses (Postage, Photocopying, Stationery etc)**

***Exceptions to the above***

The following costs **are not eligible for refund**: trips made in **first or business class,** we pay only 2nd class or economy. Alcohol, confectionery and newspapers, tips and service charges.

**Mileage for electric and fuel cars** this will be paid at 45p per mile or the cost of public transport, whichever is the cheapest. **Motorcycles** mileage will be paid at 24p per mile. These journeys must be supported by a printout of 2nd class train fares for an equivalent journey, please obtain VAT receipts if possible. Public transport is the preferred method of transportation.

**Car sharing passenger payment** we will pay a 5p per passenger per business mile to the driver for car sharing.

**How can I claim for my expenses?**

***Documenting expenses*** - the basic rule: **keep all papers related to your expenses**. Expenditure must be supported by:

 **an invoice, a ticket, an electronic ticket or receipt** showing the date, the beneficiary, the amount spent and the currency.

 **a ticket (airplane, taxi, train, bus and underground only)** or a passenger receipt (generally attached to airplane tickets, supplied by the taxi firm or given as a collection receipt).

If you claim for an amount in another currency than the one of the expense itself you may provide the exchange rate applying at the date of the transaction or when you bought this specific currency (credit card statement, bank statement). If you don’t provide this exchange rate it will be calculated for you.

***Filling the expense claim form***

**Documents supporting travel must be attached** to this expense claim form. You should fill it in and write the amounts actually spent, then the expense claim form must also be dated and signed by the claimant and ARA authorising signatory (budget holder for the meeting/event you attended).

**Travel**

Journeys must be carried out by the most direct and economic route. Economy class fares will be used as the benchmark for analysing air travel costs and for other modes of transport the benchmark is the second-class rail fare. Please bear in mind that receipts and used tickets must always be kept as supporting evidence of travel cost paid. ARA does make advance payments in order to get the best possible travel prices, however, the Claimant must recover any advance payment made by ARA on tickets that are not used, (usually because of illness).

**Taxi Fares**

Taxi fares up to a maximum £25.00 for any one journey may be claimed when suitable public transport is not available due to early or late travel or if you have to transport with heavy loads. A receipt must be supplied.

**Daily Subsistence Allowance**

The ARA Daily Subsistence Allowance has two rates.

 **Rate A**—Up to £15 per day to cover subsistence to all who are on authorised ARA business provided they are away for more than 10 hours.

 **Rate B**—Up to £25 per day to cover subsistence (breakfast + two main meals) for those who are away for more than 24 hours.

The rules for calculating the daily subsistence allowances are as follows:

 over 10 hours: Rate A

 over 24 hours: Rate B

 from 36 hours up to 48 hours inclusive: Rate B x 2

 from 48 hours up to 60 hours inclusive: Rate B x 2.5

**Accommodation**

Accommodation must be documented and is subject to maximum amounts. There is an allowance up to a maximum of £100.00 per night or £140.00 if in London, Edinburgh or Ireland. Please supply a VAT receipt not your booking confirmation.

**Child Care**

Reasonable childcare costs will be re-imbursed where the claimant has to obtain additional child care in order to carry out ARA business. Up to a maxi- mum of £8 per hour can be claimed and a receipt must be provided. Childcare in this case is defined as registered / approved childcare, such as a nursery, childminder, playscheme etc.

**Speaker** costs will be paid **in line** with the approved budgets for the ARA event they are attending, please ensure that you collect and send all the supporting documents for these expenses (i.e. hotel bill, bills for meals, local travel etc).

**Submitting expenses**

**Validation: VAT Receipts** - VAT receipts must be supplied where applicable and always for accommodation. Hotel booking confirmations are neither receipts nor proof of actual occupancy. Hotel booking confirmations such as *Late Rooms* will not be regarded as a valid receipt and will not be paid. Please note that for prepaid hotel chains such as *Travelodge* your e-mailed receipt is a VAT receipt. You must claim for your expenses and provide all necessary documentation at the latest one month after the activity ended.

**If you fail to document your expenses properly, you will be notified. No payment will be made until we have received all the documents.**

When you have completed all the steps listed on the **“How to fill in this form”** section on the front of this form. You should submit your form to the Finance Administrator, ARA, The Keep, Creech Castle, Taunton, TA1 2DX along with all supporting documents or email them to [accounts@archives.org.uk](mailto:accounts@archives.org.uk)

**Refunds**

**Refunds are made in Sterling or Euros by bank transfer or cheque.**

You will be refunded to the bank account that you have provided above, otherwise by cheque. If you fail to provide the details we request, there may be a delay in refunding you.

If you have submitted a valid expense claim form and bank details, you can expect us to process your refund within 10 working days.

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