



March 2016

BASIS Expenses Policy & Directors Allowances

BASIS is a members' organisation. When spending money please remember that it is the members' money and therefore should be used to the benefit of the majority of the membership.

Key Principles

1. This policy applies to Board Members and Office Staff. Approval from the line manager/Chairperson must be sought for all business trips where expenses are required. This should identify all costs and be confirmed by an email which must accompany the completed claim form
2. Major Trips involving flights/accommodation – Advance planning and approval is essential. Early booking of flights/accommodation is a key economy. Is the journey essential? Can the business purpose be addressed in a more economical manner? Consideration to be given where possible to advance planning of all potential journeys during busy months to maximise economies. Consideration given to good forward planning to minimise time away on expenses.
3. Allowances for meals are set at a level to cover costs in the most expensive locations e.g. Switzerland. In many other locations adequate meals can be purchased at a lower cost than the maximum. It is an expectation that you purchase reasonable subsistence rather than spend up to the maximum.
4. All alcohol should be paid for as a personal expense- and certainly not included in any un-itemised receipt.

Expenses

Expenses which exceed the allowances as laid out in this policy and which are incurred without prior authorisation, will not be paid. Expenses which are incurred without prior authorisation will be subject to manager scrutiny and may not be paid. The general rule for claiming expenses is that a mutual sense of trust and fairness will apply. Receipts must be provided to substantiate and provide an audit trail for expense claims.

Travel Expenses

- Board Members expenses – early bookings particularly for flights need to be made. Approval for all costs to be confirmed by email from Chair/Vice-Chair. Note issue of payment at level of 'cheapest form of transport'.
- When booking travel and accommodation, this should be co-ordinated via the BASIS Office with [Tricia Harrold](#).
- All travel costs need to be approved by line manager/chairperson in advance. In the event where staff or directors' travel bookings are not made via the BASIS Office with Tricia Harrold, BASIS will only pay for expenses that represent the cheapest form of travel directly between the office or the departure point and the destination. Typical airfares between the UK and Europe are approximately £200. Costs may not exceed £300. You should consult your line manager/Chairperson **prior to booking** in all cases.

- All travel expenses must be claimed using BASI Expenses Forms and must be supported by itemised receipts for all costs incurred. It is essential that the form includes the date of purchase, date of travel, destination, purpose of trip and personal information.
- Where staff or directors use their personal cars for business travel, there is a mileage allowance of 45 pence per mile up to a maximum of 250 miles (return mileage), then 25 pence per mile thereafter. Longer distance travel should be based on the most economical airfares, car hire or other forms of public transport. Note - BASI will only pay for expenses that represent the cheapest form of travel directly between the office or the departure point and the destination. Where 2 or more people travel together by car then the 'cheapest form of travel' will take the number of people transported fully into account.
- When on official BASI business (out of the office) there is a meal allowance of £50, assuming meals are not provided with accommodation. All food expenses must be claimed using BASI Expenses Forms and must be supported by itemised receipts for all costs incurred. If certain meals are provided, the breakdown for meal allowances is:

£10 for breakfast
 £15 for lunch
 £25 for evening meal

Allowance is for food only – not alcohol

The principle is that only essential journeys should be undertaken and every effort should be made to keep costs to a minimum:

- By advance booking
- Search for modestly priced options

Examples

1. If a BASI employee was able to stay with either friend/family or BASI member in a resort then this would be a cost saving to BASI who would be able to offer payment of £20 to the friend/family/BASI Member per night. (Note – could we put together a list of 'offers' from BASI members?)
2. Advance booking of flights and accommodation.

NOTE - Approval from the line manager/Chairperson must be sought for all business trips where expenses are required. This should identify all costs and be confirmed by an email which must accompany the completed claim form

Accommodation / Subsistence Expenses

- **Accommodation bookings should be co-ordinated via the BASI Office with Tricia Harrold.** Where accommodation is required for business travel, the most economical option should be selected. BASI recommend that hotels should not cost more than the average cost of a 3* hotel at the destination.

Any other expenses that may arise must be raised with your line manager/Chairperson prior to purchase

The budget guidelines in this policy should be taken as a guide. Cost of living varies greatly dependant on location. Staff or Directors should discuss this with their line manger prior to travelling to ensure a representative budget is agreed

BASI Board of Directors Allowances

The BOD is responsible for the strategic direction of BASI. They are appointed by the membership to direct the executive staff, principally the Chief Executive Officer (CEO) in the long-term aims of the association and to lead the development of their specific disciplines within the association.

To enable them to do this they should make themselves available for BOD Meetings (approximately 4 in a calendar year), attend General Meetings, be a member of, or chair any short life working groups and attend necessary meetings. In addition, they should provide specialist knowledge/advice to the board or executive. Directors are invited to visit BASI courses as an observer; this will enable them to be more available to the membership and to have a greater understanding of the content, delivery and conditions of courses.

DIRECTORS' ALLOWANCES

To assist them to do this, Board Members are entitled to claim certain allowances, which will cover expenses or part loss of wages. They are:

- BOD Meetings - Travel, accommodation and food expenses to attend meeting shall be as per this policy, and (food expenses shall be available for travel days as well as meeting day/s).
- Short life-working groups and attendance requested at additional meetings (such as ISIA congress) and special projects. These should be planned and agreed in advance.

Daily rate in lieu of loss of wages shall be payable at "out of season rate" as per current sub contracted staff contract. - These meetings must be pre agreed by the Board and payment is only made for meeting days not travel days.

- A payment of up to £200.00 per annum shall be available towards the cost of home phone, mobile phone and Internet connection. The use of BASI Citrix will be used wherever possible for remote conferencing and calls.
- Travel and accommodation costs to enable a Director to visit and observe BASI courses. (Max 1 course per annum per director but up to a maximum of 5 weeks across all directors per year) Interest in attending a course must be submitted to Board for approval & allocation in advance.

*The above is with exception of: -

a) The Secretary to the Board – Shall receive £3000 per annum to cover administration services which includes 4 Board Meetings and General Meetings plus items plus expenses as per above. This shall run from the date of their appointment that year to one year on or the person is no longer in the position.

b) The Chairperson - receives an annual retainer for services of £6000 per annum (which includes time used for attendance at all Meetings and communication with CEO), plus expenses as per above. This shall run from the date of appointment and run annually until appointment term is completed or person is no longer in position.

CONDITIONS OF ENTITLEMENT

Meetings/short-life working groups should be submitted to and approved by the Board prior to establishment.

Claims for any allowances should be made in writing, on the correct forms, to the financial controller, showing complete detail including a breakdown of costs and all claims must be supported by receipts.

Any extra expenditure or temporary changes to this policy (under special circumstances only) must be by approval of the Board.

Publication of Information

All Board members and staff will be aware of the concerns from members about how money is spent. This is clearly documented in the Articles of Association Survey and the 2012 Members Survey. We need to be in a position to re-assure members that all costs are reasonable and justifiable. We need to operate effective processes to be able to demonstrate that Members' fees and other income is used as appropriately as possible in all cases.

In particular, we need to move towards publishing more user-friendly information to members about how money is spent both by the Board, Office and Trainers together with what is being achieved for the association and its members.

This policy is subject to review by the remuneration and finance committee.