

SUMMARY INSTRUCTIONS ON CLAIMING EXPENSES - PLANNING AID ENGLAND

1 - The Royal Town Planning Institute (RTPI) / Planning Aid England (PAE) will reimburse out of pocket expenses incurred by volunteers carrying out PAE business as directed by Planning Aid staff, on a cost effective basis.

2 - Claims should include the activity events with details of the expenses incurred and numbered relevant receipts.

For mileage claims please state as per columns: dates, the activity/event, the to/from areas with partial postcode and amount as per example below:-

12 Aug 11 - Community Group workshop - Coventry CV21 to Birmingham B1 - 36 miles x 2 - £28.80

Group all expenses relating to a single event, leaving a blank line between when there is more than one event.

A copy of the claim or an email detailing the claim should be sent to your Community Outreach Co-ordinator for them to verify your activity by email return. Once this is received, print and sign your claim attaching a copy of the verification email along with all original and numbered receipts then send to: FREEPOST PLANNING AID ENGLAND (**strictly use capital letters and no other details on the addressing face of the envelope**)

3 - The following expenses may be claimed:

a) Travel expenses

Public Transport (Bus/Train/Taxi)

The RTPI/PAE will reimburse standard class travel via public transport. Taxis should only be used under conditions of economy or where public transport is impractical eg carrying heavy items or returning home late when there is no public transport

By car

The RTPI/PAE does not encourage travel by car, but where it is not practical or possible to use public transport, volunteers may travel by car. A rate of 40p per mile applies. Please ensure you carry adequate insurance.

By bicycle

We will reimburse mileage claims for use of a bicycle on official business at 20p per mile. The RTPI/PAE accepts no responsibility for any loss or damage resulting from the use of a bicycle.

b) Subsistence expenses

The RTPI/PAE does not make standard subsistence allowances. The following out of pocket expenses will be reimbursed where travelling disrupts access to normal subsistence arrangements:

- Breakfast on a train where travel has started before 07:00
- A light meal at lunch time if food is not provided at the meeting
- Food in the evening if the business requires travelling after 19:00
- A light refreshment where the journey is over 2 hours

No subsistence claims can be reimbursed without a receipt.

Purchases of alcohol will not be reimbursed.

c) Overnight

The RTPI/PAE will reimburse costs for overnight accommodation where this will reduce the total expense claim or reflects optimal use of time for the volunteer concerned. For example, if attending meetings with a late finish and an early start on consecutive days.

Overnight accommodation may be claimed if travel from home would have to start before 07:00 or return home later than 21:00. This must be agreed in writing and in advance with your Outreach Co-ordinator.

An area dependent reasonably priced standard en-suite room for one person will be reimbursed excluding extras.

4 - Please avoid holding or accumulating claims and your expenses should be submitted only after the activity has occurred in a timely manner ideally within 14 days to not cause any disruptions to - your out of pocket expenses; cost/activity awareness by us; prompt settlement and for us to maintain up to date financial reporting of expenditure to our funders. We aim to ensure you receive payment within 21 days of posting.

In case of any queries and for pre-approval of non-standard travel arrangements not included in this guide please consult your co-ordinator.

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