

Procedure for Reimbursing Expenses: Staff, Speakers, Trainers, Consultants and Volunteers

- All expense claims should be pre-approved by the CEO or an appropriate member of staff.

1 Travel Expenses

- 1.1 Travel arrangements for speakers, trainers, consultants and volunteers are to be agreed with Rett UK in advance. Tickets will normally be booked by the individual unless request is made that Rett UK book the tickets on their behalf.
- 1.2 Train and plane tickets are to be booked as far in advance as reasonably possible to take advantage of the most competitive rates.
- 1.3 Second class public transport expenses will be paid to individuals where this is the most economical method of transport in terms of travel time and in terms of finance.
- 1.4 A ticket or receipt must be shown or presented for expenses to be reimbursed.

2 Car Mileage

- 2.1 Car mileage is reimbursed at a flat rate of 40p per mile.
- 2.2 Rett UK will reimburse car mileage when this is the most economical and practical means of transport. If a vehicle is used when the cost of public transport is more economical, Rett UK reserves the right to reimburse only the equivalent cost of travel by public transport.

3 Accommodation and Subsistence Expenses

- 3.1 Where applicable, Rett UK will arrange accommodation in connection with events. All such arrangements will be confirmed prior to the event.
- 3.2 When overnight accommodation is required, Rett UK will fund the reasonable cost of bed and breakfast accommodation in addition to an evening meal in the guest house or hotel restaurant or at a local restaurant, up to approximately £50.00 for B & B, £15 for evening meal. Anything more than £50 will need to be authorised by the CEO first.