

BRITISH ASSOCIATION FOR LOCAL HISTORY

GUIDANCE ON EXPENSES CLAIMS

FOR TRUSTEES, COMMITTEE MEMBERS, CONTRACTED STAFF and other BALH representatives

Receipts should be attached to all expenses claims.

TRAVEL

The least expensive form of travel should be chosen whenever possible.

When practicable, when travelling by train, Advance Purchase, Saver, Supersaver or other concessionary tickets should be used.

Car travel should be calculated at 40p per mile.

SUBSISTENCE

Overnight subsistence.

Hotel accommodation should be authorised in advance and should not normally exceed £70 per night.

Daily subsistence

A maximum of £10 is suggested for five to ten hours; a maximum of £16 for over ten hours

REPRESENTATION

Members who have received prior authorisation from the BALH Chair to represent BALH in respect of other organisations, at joint conferences, or to make arrangements for agreed BALH-sponsored activities may claim expenses as detailed above. After representing BALH at meetings or conferences, attendees are asked to submit a brief report to the Board of Trustees suitable, where appropriate, for publication in *Local History News*.

COMPLETED CLAIM FORMS

Signed claim forms, with receipts, should be returned as soon as possible after the meeting or event and within three months to: BALH, Chester House, 68 Chestergate, Macclesfield, Cheshire, SK11 6DY. Payment will normally be by bank transfer into a nominated account.

Travel expenses are not payable to members attending events such as Local History Day.

Adopted: 14 April 2018

Review date: tba