

CIGRE UK Expenses Policy

Document history and status

Revision	Date	Description	By	Reviewed	Approved
0	23/03/23	First Issue in new format	John Finn	Jonathan Chapman	<i>M. Walsh</i>

CIGRE UK Expenses Policy

Overview

CIGRE UK operates an expenses policy to reimburse members for reasonable costs incurred whilst representing CIGRE UK at events and for other agreed activities.

Criteria

The following criteria must be met for expenses to be able to be claimed:

- The member has been asked to actively participate in an event on behalf of CIGRE UK. This could be presenting at the event or taking an active role in organising the event where their presence at the event is vital.
- The member has received prior approval that expenses can be claimed from an officer of Cigre UK (or another approved member of the executive) and the approximate amount has been agreed in advance

Acceptable Expenses

CIGRE UK will cover the reasonable expenses including the following:

- Travel
 - Fuel charged at 45p per mile and parking for travel by car
 - Standard rail travel
 - Air travel for UK internal flights (where this is the most sensible and/or cheapest means of travel)
- Overnight stay Expenses
 - Overnight accommodation and subsequent breakfast where travel cannot be reasonably or safely undertaken in a single day
 - An evening meal up to £30

Receipts must be provided for all expenses being claimed

Approval

It is recommended that approval is gained before any expenses are incurred. The Technical Committee working group chair is authorised to approve expenses below the following thresholds:

Expense Type	Threshold
Hotel	£100 per night
Hotel – within London	£140 per night
Travel	£100



Meals	£30
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For expense claims above these thresholds approval from the Financial Controller or Finance Management Committee chair is required.

Process for Claiming Expenses

To claim expenses, complete the attached form and save as a PDF. Send this PDF, along with scanned copies of receipts, to the relevant approver. If approved, the approver should sign the form and send on to the financial controller to arrange for payment.

Review

Policy reviews are to be undertaken annually as part of an annual executive meeting.



Expenses Claim Form

Reason for Claim	
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Description	Value

Payee Name	
Bank Account Number	
Sort Code	

Authorisers Signature

Date _____

Please email the completed and approved form to benjamin.smith@nationalgrid.com