

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	
1	26/03/2025	Reviewed and updated	Jonathan Chapman	John Finn	Mark Waldron

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. This will not normally include multiple people from the same organizing team.
- The member has been asked to attend an event (CIGRE UK or another associated power system industry event) with the express intent to disseminate the knowledge to other CIGRE UK members at a future CIGRE UK event or meeting. At the time of making the request the individual must set out how they intend to disseminate the knowledge from the event.
- The member has received prior approval that expenses can be claimed from an officer of CIGRE UK (or another approved member of the Management Committee) and the approximate amount has been agreed in advance

Expenses cannot be claimed for an individual attending an event for their own education or personal development. CIGRE UK provides its own events at a discounted cost, funded by the broader membership, so that that members can learn and share knowledge.

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. Typically travel greater than 3 hours in one direction is deemed to require overnight accommodation.
- An evening meal when travel is associated with an overnight stay or a one day return journey means they get home later than 8pm.

Receipts must be provided for all expenses being claimed

Approval

It is required that approval is gained before expenses are planned to be incurred. The Technical Committee chair is authorised to approve expenses below the following thresholds. Actual expense claims will be approved by the Finance Committee chair so long as supporting information is provided and the claim level is below the following thresholds. If expense costs cannot be contained within these thresholds, then prior approval is required from the Finance Committee chair

Expense Type	Threshold
Hotel	£110 per night
Hotel – within London	£150 per night
Travel	£120
Meals	£30

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 a Steering Committee meeting.

Expenses Claim Form

Reason for Claim and supporting justification as per policy criteria	
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Description	Value
TOTAL BEING CLAIMED	

Payee Name	
Bank Account Number	
Sort Code	

Claimants Signature

Date_____

Authorisers Name and Signature

Date_____

Please email the completed and approved form to Theo.Waddell1@nationalgrid.com