

CIGRE UK Overseas Expenses Policy

Document history and status

Revision	Date	Description	By	Reviewed	Approved
0	30/01/24	First Issue in new format	Ray Zhang	Mark Waldron	Jonathan Chapman

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Context & Overview

Participation in the global technical activities of CIGRE often necessitates travel overseas. UK participants in overseas activities are normally expected to receive the necessary financial support from their employer, institution, or sponsoring organisation based on value accrued directly by the individual and their sponsor. However, with the aim of helping the individuals to obtain the financial support from their employers, broadening and maximising UK participation, CIGRE-UK offers contributory support to individuals who might otherwise be prevented from participating in technical activities.

Criteria

Eligible activities include, but are not limited to, participation in CIGRE Working Groups, Study Committees, Task Forces, and attendance at conferences and similar events where the participant is making a significant contribution and where the sole reason for travel is to attend the qualifying meeting/event.

Funding is limited and priority will be given to CIGRE UK members from smaller organisations and members who wouldn't be eligible for support from employer or supporting organisation.

Acceptable Expenses

Subject to annual budget availability, CIGRE UK will re-imburse travel expenses incurred up to a geographically based allowance upon the provision of receipts for the expenditure. Eligible expenses are limited to transport and accommodation costs for which proof of payment are provided.

The following are acceptable documents to be submitted in support of a claim:

- Receipt for air, rail & boat travel tickets
- Receipt for car hire & fuel costs
- Internet booking confirmation showing cost of purchase
- Boarding passes or similar as evidence that travel took place
- Paid accommodation invoice

[Photocopies/scanned images/mobile phone photos of the above are acceptable]

The relevant allowances are shown in Appendix 1 and will be reviewed and updated annually as part of the CIGRE-UK financial planning cycle.

Approval

The UK Technical Committee chair will manage the agreed annual budget and work with the Finance Management Committee to ensure a sustainable level of funding is established year-on-year. Indicative funding requests shall be provided to the UK TC chair as early as possible, ideally in the form of an annual plan, to facilitate the annual planning cycle.

Specific approval should be gained from the UK Technical Committee chair prior to expenses being committed to or incurred. The Request form should be completed and submitted as early as possible, and not less than 15 working days before the commencement of the meeting/event.

Claims for expenses exceeding these allowances requires prior approval from the Financial Controller or Finance Management Committee chair.

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.



Appendix 1: Allowances for 2023/24

Africa £500	USA & Canada £700	Central & South America £800
Asia £700	Middle East £500	Australia/New Zealand £900
Europe £300		

Request Form for CIGRE UK Overseas Travel Support

Requests can be made to CIGRE UK for support towards travel costs of attending in-person CIGRE international events (e.g. meetings/conferences). The key steps of requesting support and making a claim are given below, please also refer to the CIGRE UK Overseas Policy.

- I. Only use this form to submit requests for CIGRE related overseas travel and submit the request at least 15 days before the start date of the international events where in-person attendance is necessary.
- II. Complete the information below and email to the chair of CIGRE UK Technical Committee, who will confirm the meeting/conference and role is eligible for support.
- III. After the CIGRE international event, and within a month of the last day of the event, submit the claim using the CIGRE UK Expense Form for travel support with all required receipts, the claim has to be accompanied by a short delegate outcome report of the meeting indicating the benefits of having attended in-person, what was accomplished and any items the national committee need to be made aware of etc. The report should be no more than 1 side A4.
- IV. If all information is provided, payment will be made by BACS.

Please complete the information below

Your name:		Notes
Your email address:		
Your employment status:		
Your employer (if applicable)		
Event type		
Event Organiser (e.g. Study Committee, working Groups)		
Your role at CIGRE UK		
Your role at the event		
Dates of meeting (From/To)		
Place of event		
Support documents (e.g. Agenda, calling notice or others, using attachments as necessary)		

Please email the completed form to Ray.zhang@Arup.com



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