

# CIGRE UK Personal 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	Mark Waldron
1	26/03/2025	Reviewed and updated	Jonathan Chapman	John Finn	Mark Waldron
2	08/04/2025	Updated to clarify criteria	Jonathan Chapman	John Finn	Mark Waldron
3	15/12/2025	Clarity on when to claim expenses and change of contact details	Jonathan Chapman	John Finn	Mark Waldron

# CIGRE UK Personal Expenses Policy

## Overview

CIGRE UK operates a personal expenses policy to reimburse members for reasonable costs incurred whilst representing CIGRE UK at events (and for other agreed activities) where these expenses cannot be claimed from their employer.

The normal expectation is that employers of CIGRE UK members should cover their employees costs of attending CIGRE UK events and other CIGRE UK activities, given that CIGRE is a voluntary organisation working to provide value to these employers operating within the power system arena. Where a member (collective or individual) cannot claim a legitimate expense through an employer then they can submit an expense claim to CIGRE UK in accordance with this policy.

This policy does not cover the event costs of running CIGRE UK events such as conferences, meetings etc. The costs for those events are agreed as part of the normal events planning process with an agreed budget and costs covered through invoices from suppliers.

## Criteria for Claiming Personal Expenses

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

- The member is unable to claim these expenses from their employer, or the member is self-employed or not in paid employment (could be retired). This may include where the employer has placed a cap on how much they are prepared to reimburse an individual for CIGRE expenses or the number of events they will support.
- The member has been asked to actively participate in an event on behalf of CIGRE UK in a formal capacity. This could be presenting at the event or taking an active role at the event where their presence is required. This would include officers of CIGRE UK officiating at events.
- The member has been asked to attend an event (CIGRE UK or another associated industry event) with the express intent to represent CIGRE UK or to gather and disseminate the knowledge to other CIGRE UK members, potentially at a future CIGRE UK event or meeting. Prior approval to attend such an event must be obtained and at the time of making the approval 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 Personal Expenses

Having followed the above criteria, CIGRE UK will cover reasonable personal expenses including:

- Travel Expenses
  - Mileage paid at 45p per mile for travel by private car (not a company car where the vehicle cost is subsidised. In this case HMRC fuel only rates can be claimed
  - Parking charges when using a car
  - Taxi costs when public transport is not available or unreasonable due to time and alignment to other public transport connections.
  - Standard class rail travel
  - Standard class air travel for UK internal flights (where this is the most sensible/ time efficient and/or cheapest means of travel)
  - Other public transport such as coach or bus
- 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 or shorter durations when events start early or finish late.
  - An evening meal when travel is associated with an overnight stay or a one day return journey means they get home later than 8pm.
- Food and Meals
  - The reasonable cost of a meal associated with an overnight stay (see thresholds)
  - The reasonable cost of hosting a team building dinner associated with a CIGRE UK event, normally for the organisers or key contributors at the event.
- Other Expense types
  - Other expenses associated with travel or attending an event such as internet access, passes, non-alcoholic drinks while travelling etc.

Receipts must be provided for all expenses being claimed or where no receipt proof of the expenditure such as a bank statement or credit card statement.

## Approval of Personal Expenses

It is required that approval is gained before expenses are planned to be incurred and that the budget holder for where the expense will be charged is notified and confirms their acceptance. Confirmation of this must be included with the expense claim submission.

The actual expense must then be approved by one of these three officers of CIGRE UK (Chair, Vice Chair, Technical Committee chair) or the NGN chair for NGN expenses. The expense claim form must have the name of the approving person included and evidence of their approval (email or signature).

The approvers are authorised to approve expenses below the following thresholds prior to submission to the Finance Director for final review and payment. Final expense claims will be approved by the Finance Director (Finance Committee chair) so long as supporting information is provided as above and the claim level is below the following thresholds. Where an alternative higher level is to be claimed this must be pre-agreed with the Finance Director.

Expense Type	Threshold
Hotel	£130 per night
Hotel – within London	£180 per night
Travel	As per actual expense
Meals	Up to £30

If expense costs wish to be claimed above these thresholds then prior approval is required from the Finance Director.

## Process for Submitting Expense Claims

To claim expenses, complete the Expenses Claim Form and save as a PDF. Send this PDF, along with scanned copies of receipts, and any separate email approvals, to the finance team to arrange for payment ([finance@cigre.org.uk](mailto:finance@cigre.org.uk)). Approval can be obtained via email as opposed to a signature on the form. In this case please include that email approval.

## Review of this Policy

Policy reviews are to be undertaken bi-annually.