



POLICY FOR EXPENSES PAYMENTS

Principles underlying the expenses policy

The BDA is a membership organisation. As such it relies on the knowledge, time and dedication of its members. While the majority of time contributed to the Association's work is voluntary, members should be able to contribute to its work without incurring significant financial loss.

The Association has not for profit status. Its funds derive predominantly from its membership. Prudent stewardship of expenditure ensures that a greater resource is available to provide member services and benefits.

We are accountable to our members and transparent in our dealings with them, this policy highlights what expenses members can expect to claim. The core nature of this expenses policy is a symbiotic one, the BDA will remunerate members fairly and swiftly for all appropriate expenses and members will attempt to gain best value when incurring expenses.

1. Expenses

- 1.1 Expenses will only be met by the Association if they cannot be claimed from another organisation.
- 1.2 All claims should be submitted within 28 days of the visits return journey.
 - 1.2.1 Claims made after 28 days must be submitted, along with an explanatory note, to the Finance Committee, for consideration of payment. Members should note that there is no obligation on the Association to pay claims made over 28 days after occurrence.
- 1.3 Expenses are normally only paid to BDA members.
- 1.4 All expense claims should be made in the best interests of the Association.

Decisions on expenditure should be based on economy, availability and practicality.

2. Who can claim

2.1 Expenses for attending a scheduled meeting (that is one called by the appropriate Secretary) can be claimed by members of the

- Principal Executive Committee
- Country Councils
- Committees as provided for in the BDA's Articles of Association

Members of the above who are attending meetings of external bodies on behalf of the BDA may also claim expenses assuming that the meeting scheduled has been agreed by the appropriate committee secretary.

2.2 Expenses for attending ad-hoc or external meetings can be claimed by

- Chairs of standing committees (or authorised deputies) who may attend meetings that they deem necessary in the exercise of their Chairs duties. However, such meetings must be firstly approved by the BDA's Head of Policy/National Director and a precis of the meeting must be provided subsequently.
- Branch officers and other members invited by the Association to attend training days, focus groups, workshops etc.

2.3 In addition, there is a discretionary category to cover representation essential to the efficient functioning of the Association, including occasions when members are invited to attend functions on behalf of the President or Chair of the Principal Executive Committee. In such cases there must be prior written authorisation from an Executive director.

2.4 Members receiving honours at formal Association events can claim standard-class return rail fare, together with one nights' hotel accommodation and up to three meals at the standard rates.

2.5 Accredited representatives can claim reimbursement of expenditure necessarily incurred on behalf of the Association within the approved limits.

3. Travelling and subsistence allowances

3.1 Travelling and subsistence allowances are only paid for expenses incurred within the UK unless authorisation has been obtained in advance from an Executive director for any overseas costs.

- 3.2 The following are the guidelines on the standard expenses that can be claimed:

Rail Travel

- 3.3 The BDA will reimburse standard class rail fare from the nearest convenient railway station. Members are expected to purchase tickets at the earliest opportunity.

- 3.3.1 Should members be unable to attend meetings for which they have already purchased tickets the BDA will, upon receipt of proof of extenuating circumstances, reimburse unused tickets.

Travel by Car

- 3.4 Should members wish to travel by private car, mileage from the members home to said venue and home again will be paid. Members are required to submit a Google Maps (or equivalent) analysis of their journey alongside any claim.

- 3.4.1 The current mileage rate is shown in Annex A

- 3.4.2 Mileage is claimable for travel between a member's home and nearest convenient railway station.

Air Travel

- 3.5 Air travel will be reimbursed for journeys over 350 road miles or where land travel is impossible/unrealistic. Journeys of less than 350 road miles may be made by air, but the member must present reasonable evidence to the Director of Finance in advance that this travel would be cheaper than other options. Members may include the avoidance of an overnight stay in such evidence

- 3.5.1 When air travel is selected the BDA will not re-imburse additional costs incurred such as for hold baggage, priority or selected seating etc without prior approval.

Parking and Tube Fares

- 3.6 The cost of parking at airports or train stations together with the most economical (given the constraints of availability and practicality) tube or bus fares will be reimbursed. Expenses will not be reimbursed for parking at meters or for any parking penalties received.

- 3.6.1 Members are asked to avoid short-stay airport parking and same-day

bookings, which are typically more expensive. Please book long-stay or off-site parking in advance where possible.

Taxi Fares

- 3.7 Taxi fares in London are not an allowable expense unless there are exceptional circumstances (e.g. transporting large items). These must be clearly stated on the claim form for consideration.

3.7.1 Outside London, where public transport may be less accessible or practical, taxi fares may be reimbursed if justified. Please include a brief explanation on the claim form.

Meals

- 3.8 Members can claim up to three meals per day while on BDA business in line with the rates in Annex A. The limits do not include snacks over and above the meal allowance and members are reminded that these are upper limits and not regarded as the norm for all claims.

3.8.1 Members may claim breakfast expenses if:

- Travel for Association business commences before 7:00 AM or
- They are staying overnight for Association business, and breakfast is not included in the accommodation.

3.8.2 Members may claim an evening meal if they are:

- Staying overnight on Association business or
- Traveling and unable to return home by 20:00 to have an evening meal

3.8.3 Meals cannot be claimed if one is provided by the Association or included in the cost of accommodation.

Overnight Stays

- 3.9 Overnight stays should only be when a member is attending meetings on consecutive days, or when travel on the day would require the member to leave home before 06.30 or arrive home after 23.00.

3.9.1 Overnight stays may however be claimed by members if the cost of travel and accommodation is cheaper than return travel on the day of the meeting. Reasonable evidence of this must be presented to the Director of Finance in advance of the planned stay.

3.9.2 The Association's standard hotel allowance is set out in Annex A

- 3.10 A courtesy overnight allowance will be paid if a member stays with family or friend if an overnight stay in a hotel would otherwise have been required. The value of the allowance is set out in Annex A.

4. Sessional payments

- 4.1 The BDA, will, on occasion, make sessional payments. The criterion for claiming such payments is covered in the Sessional Payments policy'.

5. The President and President-elect

- 5.1 Presidential expenses are covered in the Presidential handbook which shall be reviewed whenever the Expenses policy is reviewed.

6. General comments

- 6.1 Wherever possible receipts for all travel, hotel, meals and car parking etc. should be submitted with the expense claim forms. The Association reserves the right to refuse reimbursement should receipts not be provided. In these circumstances the Association reserves the right to refuse to enter into correspondence or offer explanation as to its decision.
- 6.2 Officers who claim actual expenses should not normally exceed the levels set out in Annex A for each person except in exceptional circumstances. Members exceeding any allowance should provide a written justification with their expenses claim. If no explanation is provided the claim may be returned unpaid.
- 6.3 Travel and subsistence expenses for officers, other than the President, attending Branch/Section meetings at the Branch or Section's invitation would normally be paid by the relevant Branch or Section. If in doubt, please contact an executive director.
- 6.4 When completing a claim form please ensure that the full name of the particular committee(s) and if possible, the committee code is clearly shown.
- 6.5 Unless authorised in advance by an Executive director, no reimbursement will be made for expenses incurred for BDA or related events that are purely social in nature.

Annex A

BDA expense rates as of 30 July 2025

Mileage rate	45p per mile
Per additional Passenger	5p per mile

Meal allowances

Meal Limit	(£)
Breakfast	15.00
Lunch	16.00
Dinner	25.00

Accommodation allowances

Overnight hotel allowance	£250 (Including VAT)
Courtesy overnight allowance	£25

GDP Sessional* rate	£260
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*A session is defined as a 3-hour session.