**SLAS Expenses Policy**

**1. Introduction and Scope of the Policy**

1.1. This policy provides guidance to individuals claiming reimbursement of travel, subsistence and other expenses incurred in connection with SLAS business.

1.2. This policy applies to:

* Committee members
* BLAR editors
* Anyone working for SLAS, whether directly employed or freelance
* Other representatives of SLAS (e.g. ex officio members) where the expenses are directly related to SLAS business.

1.3. This policy should be read in conjunction with the SLAS Climate Action Plan. Of particular relevance is the decision that most meetings should be held virtually to reduce carbon emissions.

**2. Expenses**

2.1 SLAS will routinely pay for travel expenses within the UK Common Travel Area (ie. UK and Republic of Ireland) to attend the annual conference and, while there, to conduct a face-to-face meeting of the SLAS committee and/or of the BLAR editors (expenses will normally cover 2 nights’ accommodation, conference fees, conference dinner, travel) for all committee members, BLAR editors and other parties as stated in 1.2.

2.2 In years where the annual conference is held online only, SLAS will routinely pay for travel expenses within the UK Common Travel Area for SLAS committee members to attend one face-to-face committee meeting and for BLAR editors and editorial assistant to attend one face-to-face editorial meeting (expenses will normally cover travel and subsistence and 1 night’s accommodation where distance travelled makes this a necessity).

2.3 In years where the annual conference is held in person, SLAS will routinely pay for travel expenses within the UK Common Travel Area for SLAS officers only to attend the January meeting that precedes the conference at the conference venue expenses will normally cover travel and subsistence and 1 night’s accommodation where distance travelled makes this a necessity).

2.4 SLAS will routinely pay for travel expenses within the UK Common Travel Area for one of the BLAR editors to travel once per annum to meet with any of the other editors or editorial assistant with the purpose of conducting a hybrid editorial meeting, and for one of the editors to attend the annual PILAS conference in person. (In both cases, expenses will normally cover travel and subsistence and 1 night’s accommodation where distance travelled makes this a necessity.)2.5 Any other expenses for travel will need to be previously authorised as indicated in 2.6 below and will be considered only when there is substantial evidence that an online platform is not suitable for the purpose of the meeting.

2.6. Any expenditure beyond what is stated in 2.1, 2.2, 2.3 and 2.4 should be authorised before being incurred. The claimant should send a request by email directed to the Vice-President (slaslatam@gmail.com) with copy to the Treasurer (kcvb1@st-andrews.ac.uk) with a breakdown of the costs that will be incurred. The Vice-President will consider the request against the following criteria:

* The expenses to be claimed represent a valid business expense in line with this Policy and appropriate use of SLAS funds.
* An adequate description of the expense is provided (what/when/why/where).

2.7 Accessibility: where mobility for any parties stated in 1.2 is limited, for example because of caring responsibilities or disability, and where all other options, including participation by virtual means, have been exhausted, SLAS will make a contribution to travel expenses within the UK Common Travel Area for accompanying children or caregivers, or for other material expenses that facilitate mobility. This includes, for example, additional childcare costs during travel so that the individual can participate fully in the purpose of their travel. The total of such additional costs is capped at £150. Any additional costs will be the responsibility of the individual. All such arrangements should be discussed before incurring any expenses following the procedure laid out in 2.6.

2.8. Under no circumstances may an individual approve his or her own expenses. The Vice-President should forward their own expenses requests to the President.

2.9. The Society will not ordinarily pay for phone bills. We conduct all SLAS business through the cheapest available methods. Where contacting people in Latin America we use email and/or internet-based services such as Skype/Zoom/WhatsApp.

**3. Travel**

3.1 Wherever possible and practicable, all journeys shall be booked in advance and be by standard class rail. Alternatives that are demonstrably cheaper than the pre-booked standard-class rail equivalent are acceptable.

3.2. Where flights are taken, the cheapest possible airfare should be secured.

3.3. Notwithstanding the above, some higher travel costs may be incurred in accordance with the Society’s Climate Action Plan, in order to reduce carbon emissions.

3.4. Claimants are entitled to claim mileage when using their own transport for travelling on Society business. Rates payable per mile are in accordance with HMRC guidelines published on <https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rulesfor-tax>

* Cars & Vans - £0.45 per mile up to 10,000 miles, thereafter £0.25 per mile
* Motorcycles - £0.24 per mile
* Bikes - £0.20 per mile

**4. Accommodation**

4.1. Wherever possible and practicable, all accommodation should be in comfortable economy-level accommodation.

**5. Subsistence**

5.1. Meal costs should be reasonable and meals taken should be equivalent to what one would ordinarily have taken had one not been engaged on Society business. The maximum expenditure on breakfast that will be reimbursed is £15, and for lunch or dinner it is £25, including any drinks, up to a cumulative maximum of £65 in any 24 hr period.

5.2. Any costs relating to a spouse, partner or non-society related companion should be deducted.

5.3. The Society will not ordinarily pay for alcoholic drinks.

**6. Procedure for Claiming**

6.1. Claims should be submitted within 30 days of being incurred to the Treasurer of the Society using the standard expense claim form (excel file). If there are issues which might prevent a claim being submitted in good time, it is the responsibility of the claimant to raise the matter with the Treasurer.

6.2. All items claimed for must be accompanied by itemised receipts of expenses actually incurred.

6.3 VISA, Mastercard, debit or credit card statements are not an acceptable form for proof of purchase.

6.4. If claimants choose to utilise a service above a standard level in travel, accommodation or subsistence, they will be responsible for the difference between the cost of the service and the standard cost and it is incumbent on them to identify the difference in cost of the upgrade. The Society will pay the costs of the standard service.

6.5 Claims will be reimbursed in sterling, by direct bank transfer to the claimant’s nominated UK bank account wherever possible.

**7. Queries**

7.1 Queries over any claims will be raised first with the claimant concerned for clarification. Should there be any concerns arising from these discussions, then the Vice-President will be informed, who will determine the next steps. This can include:

* to allow the payment as claimed for.
* the exclusion of items deemed to be outside the expenses policy.
* the capping of reimbursement at a lower level where it is deemed that the amount claimed is excessive and does not reflect an overriding necessity to incur greater expense than the economy rate.

Policy approved by SLAS Committee 03/02/2023