



The  
Research  
Ethics  
Association

# TRAVEL AND EXPENSES POLICY

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Ratified

**12/09/2023**

Review by

**12/09/2026**

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## Travel and Expense Policy

### Introduction

1.1. The Research Ethics Association (the "Association") recognises that travel and related expenses are essential for conducting Association activities and that responsible management of travel expenditures is crucial. This Travel and Expense Policy establishes guidelines and procedures to ensure consistent and transparent practices in travel planning, expense reimbursement, and financial accountability.

### Policy Scope

2.1. This policy applies to all individuals who are authorised to travel on behalf of the Association or seek reimbursement for expenses incurred while conducting Association-related activities.

### Travel Authorisation

3.1. All travel must be authorised in advance by the appropriate authority, such as the Co-founders, Treasurer, or a designated officer. Travelers should complete a travel request form or follow any other prescribed process to obtain approval. The authorisation process may involve reviewing the purpose, dates, destination, estimated costs, and alignment with the Association's objectives.

### Eligible Expenses

4.1. The Association will reimburse reasonable and necessary expenses incurred by individuals on approved travel, subject to the following guidelines:

- a) **Transportation:** The Association will reimburse expenses for economy-class airfare, train tickets, bus fare, or mileage (at the prevailing approved rate at 0.45p per mile) for authorised travel. Travelers are expected to select the most cost-effective mode of transportation.
- b) **Accommodation:** Reasonable expenses for overnight accommodation, including hotel charges, will be reimbursed. Travelers should select moderately priced accommodations unless otherwise approved.
- c) **Meals:** Reimbursement for meals should be reasonable and in line with the UK HMRC. The Association will generally reimburse actual expenses up to the specified daily per diem limit indicated in the table below:

Type	Allowance	Conditions
a)	£5	The duration of the qualifying travel in that day is 5 hours or more
b)	£10	The duration of the qualifying travel in that day is 10 hours or more
c)	£25	The duration of the qualifying travel in that day is 15 hours or more and is ongoing at 8pm
d)	£10	An additional meal allowance not exceeding £10 per day may be paid if an allowance under a) or b) is paid and travel is ongoing at 8pm.

- d) Ground Transportation: Expenses for taxis, public transportation, or car rentals may be reimbursed when necessary for authorized travel.
- e) Communication: Reasonable expenses for necessary business-related communication, such as telephone calls and internet access, may be reimbursed.
- f) Other Expenses: Additional expenses directly related to the purpose of the travel and approved in advance, such as conference registration fees, visa fees, and baggage charges, may be reimbursed.

### **Expense Reimbursement Process**

5.1. Travelers must submit a detailed expense report with original or electronic receipts within a reasonable timeframe, typically within 30 days of the completion of travel or in accordance with the Association's reimbursement schedule.

5.2. The expense report should include the purpose of the expense, date, description, amount, and any applicable supporting documentation. Expense reports should be completed accurately and in accordance with the Association's expense reporting format.

5.3. The Co-founders, Treasurer, or designated officer will review and approve all expense reports. They are responsible for ensuring the expenses comply with this policy and are in line with the approved budget and financial guidelines.

5.4. The Finance Department or an assigned individual responsible for processing reimbursements will facilitate the reimbursement process, ensuring that approved expenses are reimbursed in a timely manner.

### **Non-Reimbursable Expenses**

6.1. The Association will not reimburse expenses that are considered personal, lavish, or unnecessary. Examples of non-reimbursable expenses include, but are not limited to:

- a) Personal entertainment expenses, such as movie tickets, shows, or personal shopping.
- b) Personal grooming expenses, such as spa treatments, massages, or personal clothing.
- c) Alcoholic beverages, except in specific circumstances with prior approval.
- d) Expenses incurred by accompanying family members or friends.

### **Compliance and Documentation**

7.1. All travel and expense reimbursement claims must comply with applicable laws, regulations, and the Association's internal policies and procedures.

7.2. Travelers must retain all original receipts and supporting documentation for a minimum period of 4 years after reimbursement.

7.3. The Association reserves the right to request additional documentation or clarification for any travel or expense reimbursement claim.

### **Policy Review**

8.1. This Travel and Expense Policy shall be reviewed periodically to ensure its relevance, effectiveness, and compliance with changing laws, regulations, and best practices.

8.2. Any updates or amendments to the Travel and Expense Policy shall be communicated to relevant stakeholders and documented accordingly.