

Travel & Subsistence – Guidance for Board Members

All reasonable expenses incurred by Board members travelling on ARB business will be reimbursed on production of a completed claim form and appropriate receipts.

If you are disabled and you have special needs for which you need to submit an expenses claim, please discuss with the Registrar & Chief Executive in the first instance.

Attendance and reading allowance

Board members are paid a rate of £250 per day or part thereof (minus tax and national insurance where applicable) for time spent on Board business.

Only members of the Investigations and Prescription Committees are eligible to claim for reading time, at the respective Chair's discretion.

Travel

The purpose of the journey should be stated on the form. Public transport should be used wherever possible. Taxis should only be used where appropriate.

Rail

Standard class rail travel should be regarded as the norm. First class rail travel may be booked where it is cheaper than the best available standard class ticket at the time, or where the duration of the journey and the extent of the difference between the first class ticket and the best available standard class fare make it appropriate to do so. It is acknowledged that where Board members use a particularly long rail journey to work on Board business, this can be achieved in greater comfort by travelling first class.

In deciding whether to purchase first class rail tickets, the additional cost and the duration of the journey can be taken into account. Journeys of longer than two hours will generally make it reasonable to consider the purchase of a competitively priced first class ticket. Rarely will a full price flexible first class ticket be a suitable option.

If first class travel is preferred as a matter of choice but the cost is not competitive against standard class travel, the standard class ticket can be claimed and the balance paid personally. In any case, where first class travel is chosen (whether the full amount or partial amount is claimed), please provide both the ticket and a printout showing the cheapest available standard class fare at the time of booking. Full price standard class tickets are unlikely to represent best value.

Motoring expenses

If a Board member travels by car when public transport can easily be used, only the equivalent standard class rail fare may be claimed. If rail travel is not possible, mileage can be claimed at 45p per mile. Motor scooter mileage can be claimed at 24p per mile, and bicycle mileage at 20p per mile.

Reasonable parking expenses will be reimbursed. The purpose of the journey must be stated on the expenses form. The London congestion charge cannot be claimed.

Air

Air travel can be used when it is the most convenient and cost-effective means of travel. Standard class should be used, and business class should only be booked where a standard class ticket is unavailable and the travel is essential, or where business class is cheaper than the best available standard class ticket. The purpose of the journey should be stated on the form, along with receipts.

Overnight accommodation

If hotel accommodation is required, reasonable expenses may be claimed up to the following rates:

£170 per night for hotel accommodation

£35 per night for an evening meal

Alternatively, preferential accommodation rates can be obtained through ARB.

Subsistence

Up to £10 for breakfast may be claimed if leaving home to travel before 7.00 am. Lunch will normally be provided by ARB. Should this not be the case, up to £20 may be claimed.

Out-of-pocket expenses

Expenses should be listed on the claim form.

Receipts

All expenses must be accompanied by a valid receipt. Payment will be withheld if a receipt is not provided.

Procedure for payment

Claim forms should be submitted within one month from the date of the expense. Claims over three months old will not be accepted. Please note that claims received by the 5th of the month will be paid by the 15th. Claims received after the 5th will be paid the following month.

In all cases, an ARB claim form must be completed, receipts attached and sent to:

Tony Robbins, ARB, 8 Weymouth Street, London, W1W 5BU