

Philosophy of Education Society of Great Britain

Guidance on expense claims

The Society expects that members should not be personally out of pocket for the voluntary work they do on its behalf. The following guidance is presented to indicate the boundary between reasonable expenses and a 'benefit in kind'. It is rare for the Society to pay members for any work they do on its behalf and in all cases this must be agreed in advance by either Finance and General Purposes Committee or the full Executive.

This guidance is concerned with the reclaiming of personal expenses incurred on Society business. All claims should be made on [the expenses form](#) and should indicate the budget against which the claim is being made.

All expense claims should be sent with receipts to the PESGB office. We prefer electronic copies of receipts.

Travel expenses

Where travelling by public transport, the Society expects to pay no more than the standard walk on fare. Where possible members should consider the feasibility of purchasing advanced tickets and travelling at particular times. However, we recognise that flexibility is often necessary.

Where a personal car is used, the Society will pay a mileage rate (£0.40/mile) and any reasonable car parking expenses. The Society does not except responsibility for insurance or other potential costs associated with car use.

When travelling overseas on Society business, travel insurance ought to be taken out and can be charged to the Society. As well as health benefits, we request as a minimum: cover for delays, damage to possessions, and enforced changes of travel plans.

When travelling by aeroplane, members should consider the possibility of similar but cheaper routes/airlines.

Where cheaper travel will incur additional overnight accommodation or subsistence costs, members are asked to make judgements as to best overall value for money and efficient use of time.

Overnight accommodation

Where overnight accommodation is necessary, or reduces other costs, the Society will pay dinner, bed and breakfast costs. The Society recognises that sometimes a slightly more expensive centrally located hotel is cheaper, when taxi fares are also taken into account, than a cheaper hotel less

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conveniently situated. Members should make judgements as to best overall value for money and efficient use of their time.

As guidelines, we would expect to pay not more than £125 /night for Bed and Breakfast.

Subsistence

As a guide, prices for subsistence when out on Society business should be of the order of:

Breakfast	£10
Lunch	£17
Dinner	£30 plus half a bottle of wine or equivalent

The Society also will cover costs of bottled water (we recommend up to 2 litres), and other refreshments during the day as commensurate with your normal routines.

Where dietary or health issues require costs significantly above these guideline figures please discuss the matter, in confidence, with the Treasurer.

Hospitality

Where appropriate hospitality ought to be offered which is generous but not excessive. Hospitality is offered by the Society to its guests, not usually its members.

We would expect that the expenses per person will be higher than those for subsistence. The style should not extend beyond that experienced at the annual conference dinner, and where possible in a medium priced restaurant.

Wine costs ought to be of the order of ½ bottle per person of reasonably priced, but palatable quality.

PESGB Treasurer

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