

# 20/81b Board member travel expenses policy

*Effective from: 1 December 2020, revised 1 November 2021.*

## Introduction

Humanists International will cover all governance costs for three in-person meetings of the Board per year, including by offering expenses to all board members.

We are grateful to those Members and individuals who support the organization by paying for their own travel expenses.

## Allowable expenses

When Board members take up the offer of expenses, Humanists International will book and pay for the following for Board members to attend in-person meetings:

1. Flights from their country of residence;
2. A hotel, to cover the night before the start of the Board meeting, until the morning following the Board meeting;
3. Visa fees and associated administrative costs (such as travel to attend a visa interview).

## Visa expenses

Humanists International will reimburse all visa costs, administrative and travel costs incurred to secure a visa for travel to a Board meeting. Board members should inform the staff beforehand, and give an estimate of the costs before they are incurred. The office will reimburse costs on receipt of a signed expenses claim form, with the appropriate receipts attached. Expenses claim forms can be found online here:

<http://humanists.international/boardcalendar/>

## Flights and Hotel

Visas required for your trip **must be obtained at least six weeks before the date of travel**, to enable flights to be booked at a reasonable price. Please notify us of the cost of your visa and we will send the funds to pay for this in advance. Failure to do so will mean that Humanists International will not cover your expenses.

Board members should book their flights three months in advance of meetings to ensure costs are kept to a minimum. **Any travel booked within six weeks of the event will not be paid for (or refunded) by Humanists International**, so please ensure plans for obtaining visas are made well in advance of the event.

Payment for flights and hotels will be made directly by Humanists International, so when you know flight times and numbers, please notify the office as soon as possible. It is the responsibility of Board members to inform the office of their travel plans in good time for them to be booked within the agreed deadlines.

# Accommodation

Humanists International will only book and pay for hotel accommodation for the night before the event until the night following the event or meeting. Any additional hotel nights you wish to add to your trip must be funded by you personally, as well as any other additional expenditure such as meals, local travel etc.

## Per diem

A daily allowance will be paid to Board members when travelling for Humanists International business. This per diem will cover all food, internal travel and sundry costs. This will be paid from one day before the start of the Board meeting, until one day afterwards. These are global rates:

- Full day: all meals £100
- Full day (if dinner provided): £60
- Full day (if dinner and lunch provided): £25
- Half day: all meals £50
- Half day (if dinner or lunch provided): £25

It is not necessary to submit receipts for this daily allowance nor is it necessary to repay any money left over. This allowance will only be paid from the day before to the day after the event – any additional days that you choose to stay are entirely at your own expense.

## Other expenditure during the event

If a Board member incurs additional expenses whilst discharging their duties, they should inform the office and submit an expenses claim form.

Our auditors require receipts for all expenditure (except the per diem) wherever possible. If receipts are not available for all purchases, you must certify the expenditure yourself on the relevant area of the expenses claim form.

Please submit scanned receipts and the completed form by email to 'office@humanists.international', or post originals to Humanists International's office at The Foundry, 17 Oval Way, Vauxhall, London SE11 5RR. Any balance remaining from your travel advance must be repaid into our bank, details below.

## Our bank details:

*For Transfers within the UK:*

Account Holder: Humanists International

Bank Name: Metro Bank

Bank Address: One Southampton Row, London, WC1B 5HA

Sort Code: 23-05-80

Account Number: 35278281

*For Transfers from Outside of the UK :*

Account Holder: Humanists International

Bank Name: Metro Bank

Bank Address: One Southampton Row, London, WC1B 5HA

IBAN: GB20MYMB23058035278281

SWIFT: MYMBGB2L