



## BASHH Expenses Policy for Business Meetings

BASHH business meetings include Trustee meetings, Officer meetings and other meetings held to support BASHH business, governance and oversight.

Reimbursement of expenses for business meetings should be agreed prior to the meeting with the CEO and/or Treasurer.

Claimants are encouraged to use advance booking wherever possible to reduce the cost of travel. Where travel costs are expected to exceed £150 these should be agreed in advance via the meeting organiser who will confirm with the treasurer and/or CEO as appropriate.

### Travel expenses

**Rail and Bus Travel** – Economy travel costs up to can be claimed by submitting receipts using the online [BASHH expenses claim form](#). First class tickets may be claimed for journeys >100 miles for board meetings or upon agreement with the CEO and/or Treasurer. This should be an advance ticket wherever possible.

**Personal Car Mileage** – Car mileage can be claimed at the current [HMRC mileage rate](#) of 45p per mile.

**Company Care Mileage** – If you are using a company car you can claim the relevant [HMRC mileage rate](#).

**Travel by flight** – Where it is required to take a flight to a meeting economy travel costs will be reimbursed. For intercontinental travel, BASHH may consider business class with agreement of the CEO and Treasurer.

**Other travel costs** – BASHH will cover expenses such as parking and other ad hoc expenses related to travel as needed.

### Accommodation.

Accommodation is only available where travel on the day of the meeting is prohibitive. Accommodation expenses will only be reimbursed if they have been agreed in advance via the meeting organiser who will confirm with the treasurer and/or CEO as appropriate.

### Subsistence.

Where an overnight stay has been agreed, reasonable costs and subsistence can be reimbursed. These expenses will only be reimbursed if they have been agreed in advance via the meeting organiser who will confirm with the treasurer and/or CEO as appropriate.

### Other Expenses



## British Association for Sexual Health and HIV

Expenses are normally limited to the above categories. Any additional expected expenses should be agreed in advance via the meeting organiser who will confirm with the treasurer and/or CEO as appropriate.

### Meetings that align with In-Person Scientific Meetings

When any of the above meetings occur on the same day as a Scientific meeting, expenses will not usually be paid by BASHH, as these should be reclaimable from the individual's employer. In cases where an employer will not pay expenses for attendance the above expenses can be claimed and need to be agreed in advance via the meeting organiser who will confirm with the treasurer and/or CEO as appropriate.

### SIG Meetings

Expenses for attendance at SIG meetings need to be agreed in advance via the meeting organiser who will confirm with the treasurer and/or CEO as appropriate.

If you have any queries about an expenses claim, please email [admin@bashh.org](mailto:admin@bashh.org).