ELRIG Expenses Policy

Who we expect to claim:

- Speakers invited by ELRIG to present at an ELRIG Conference or Forum
- Track Chairs invited by ELRIG to chair a track at an ELRIG Conference or Forum
- Conference & Forum Directors
- Red Shirt & Academic Volunteers
- We will pay for travel& accommodation for speakers, track chairs and volunteers from academic or non-commercial institutions, who cannot reasonably expect their employer to pay for them. ELRIG will book and pay for your accommodation directly.

ELRIG is a not-for-profit organization running free to attend events. We therefore need to run our events on a tight budget. If your attendance at the event is likely to mean a substantial expense claim, please discuss it with us beforehand, so we can plan and budget for it.

What we do and do not expect to be reclaimed:

1) Travel: Air
ELRIG will pay for an economy ticket where this has been agreed by the ELRIG Board, Event Director or Track Chair or the ELRIG CEO As a "not for profit" organisation, we are not in a financial position to support business or first- class fares.

2) Travel: Rail or other Public Transport
ELRIG will pay for a Second Class or Economy ticket. If you book well in advance and can secure a good price for first-class travel, we will accept this.

3) Travel by Personal car.
Mileage and parking can be reclaimed. Mileage will be reimbursed at 0.45p/mile

4) Travel - Taxis
Please get a receipt for your journey.

5) Hotels: accommodation
Where it has been agreed that ELRIG will pay for accommodation, this will be paid for directly by ELRIG. You should not pay for your accommodation yourself: if you are asked to do so by the hotel, please refer to one of the ELRIG organisers.

6) Hotels: extras
Any hotel extras are your own responsibility.
This includes but is not limited to meals, bar bills, telephone calls etc. You should settle these directly with the hotel.

7) Any additional out-of-pocket expenses
Any other expenses directly related to attending the event and relevant to fulfilling your role as a speaker will be reimbursed against a valid receipt.

8) Currency
Our currency base is UK £ Sterling.
We may reimburse you in other currencies if requested, but our reference on exchange rates will be METRO Bank exchange rate quoted on the day of payment.

9) VAT (value added tax)
You will pay VAT on goods and services subject to tax within the UK. Please provide scans of the VAT receipts so we can process and claim the VAT back

Submission & Reimbursement of claims:

We use Dext For Business for our expenses. Please follow the instructions below to submit your expenses.

1. Please email the digital copy, scanned copy or images of your receipts to **elrig.speaker@dext.cc** and copy in accounts@elrig.org

   Dext accepts receipts in the following file formats: JPG, PNG, GIF, BMP, TIFF, HTML, PDF, DOC, DOCX, ODT, RTF. These must all be 6MB for images; 100MB for ZIP archives. It does NOT accept excel spreadsheets.

2. The Subject of the email must be "**Speaker Expenses - The Event Name - The Speaker's Full Name"**

3. Include a list of each expense and the amounts being claimed along with a total for the claim.

4. Where mileage is being claimed, please add the number of miles and the total being claimed. Mileage will be reimbursed at 0.45p/mile

5. Reimbursement of your claim will be made by Bank transfer. Add the following details to your email.
   - Bank Name
   - Account Name

     &
   - For UK payments - Sort code and account number
   - For US payments - Account Number and ABA/ACH routing code
   - For other payment - IBAN & Swift for Non-UK or

If you require any further information, please do not hesitate to contact me.

Kind regards

Tara Shanks
Events Manager
ELRIG UK Limited
07484 113971
tara.shanks@elrig.org