



BRITISH AND IRISH  
ASSOCIATION OF  
LAW LIBRARIANS

## EXPENSES CLAIM

Item/Meeting:
Name:
Signature:
Authorised Signature: <i>(i.e. Committee Chair, etc)</i>
Date:
Committee:

Date	Expense	Details	Amount
	<b>Travel/ Subsistence</b>		
	<b>Other</b>		
		<b>Total amount due:</b>	

Cheque payable to	
Address to which cheque should be sent	

**Please attach relevant receipts to the back of this form and send within 3 months to**

Alden Bowers, BIALl Treasurer  
Wildy & Sons Ltd, Lincoln's Inn Archway,  
Carey Street, London, WC2A 2JD  
E-mail: [alden.bowers@wildy.com](mailto:alden.bowers@wildy.com)  
VAT NO. 445 0869 36

## **BIALL Expenses Claims**

### **Guidelines for Members**

Claims for expenses incurred in the conduct of the Association's business should be submitted on an expense claim form to the Honorary Treasurer within three months of the expense being incurred.

All expense claims must be counter-signed by the relevant Committee Chair or Council Officer.

***Valid receipts must accompany all claims.***

***Originals of all receipts must be submitted. Copies of receipts are not valid.***

Cancelled train tickets are not valid receipts. Receipts for train travel may be obtained on request from the issuing ticket office or travel agent and are available from most automated ticket machines. If booking tickets in advance (e.g. via an online service) the sales voucher that accompanies your tickets is the receipt.

#### **Allowances:**

##### **Travelling Expenses:**

Standard class travel may be claimed by those authorised to travel on behalf of BIALl. The Association will not reimburse First Class or other non-standard travel. If non-standard travel is used then the Honorary Treasurer reserves the right to reimburse the claimant for the amount of standard travel only. Members should always attempt to use the most cost-effective travel option available. The use of Taxis will only be reimbursed in exceptional circumstances.

A car allowance will be paid when use of public transport is impractical or more expensive. The rate is 36p per mile for the first 50 miles and 20p per mile for additional mileage in excess of 50 miles.

##### **Hotel Accommodation:**

If an overnight stay is necessary, the guide price is £80.00 per night for accommodation in London/Edinburgh/Dublin and £60.00 outside London/Edinburgh/Dublin. These are guideline figures and any queries should be raised with the Honorary Treasurer before expenditure is incurred. **Please ensure a VAT receipt is obtained.**

##### **Subsistence:**

A maximum of £20.00 is permitted for an evening meal and £10.00 for lunch. **A VAT receipt must be obtained.**

Figures given are in British pound sterling. Members resident in Ireland should observe the same amounts at the relevant rate of exchange.

Alden Bowers  
Hon. Treasurer  
July, 2008.