

PMI UK Chapter Expenses Policy



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REVISION HISTORY

Version	Date	Release	Author
0.1	20180509	Policy updated from previous version. Initial Draft Release	Nick Lake
1.0	20180525	First full release for comments	Nick Lake
2.0	20180627	Comments incorporated. Board approved	Nick Lake

INTRODUCTION

The Project Management Institute is the world's largest non-profit organisation dedicated to Project Management. As such it is essential that PMI at all levels manages its resources in a manner appropriate to its status as a not for profit organisation. Therefore the PMI UK Chapter Bylaws lay down precise standards on the claiming of expenses incurred whilst on PMI business. The sections that particularly apply are Article XI – Inurement and Conflict of Interest:

Section 1. No member of the Chapter shall receive any pecuniary gain or profit, incidental or otherwise, from its activities.

Section 2. No elected officer of the Board, appointed committee member or other official representative of the Chapter shall receive any compensation, or other tangible or financial benefit for service on the Board. However, the Board may authorise payment by the Chapter of actual and reasonable expenses incurred by the officers regarding attendance at Board meetings and other approved activities.

The purpose of this document is to outline a fair and equitable procedure for refund of expenses incurred when undertaking duties on behalf of the UK Chapter.

The policies outlined in this document define the maximum liability for incidental expenses of the UK Chapter. All officers and representatives of the Chapter should make every endeavour to obtain sponsorship or other support for expenses incurred on PMI business. *In particular it is Chapter policy that any expense incurred **at the request of an outside agency** should be funded by that agency.*

The UK Chapter Board will review this policy at regular intervals and where appropriate new rates will be applied.

PURPOSE

The scope of expenses and purpose is to refund personal costs incurred by volunteers. Any other purchases for items should be on a purchase order. Small items that are bought by volunteers for Chapter use that cost less than £25 and are a once only item that does not recur may be claimed on Expenses. Examples of an item that may recur is a subscription or licence. These shall be purchased using a purchase order.

TRAVEL

General

The UK Chapter's area of activity is designated by the Charter between the UK Chapter and PMI Global Operations Center to be within the United Kingdom. The Chapter has members in many countries. The UK Chapter will refund expenses for travel within the United Kingdom. Travel to and from the United Kingdom for voluntary service in the UK will not be refunded.

Expenses claims shall be submitted to the UK Chapter in the manner described on and using the form provided by the UK Chapter. Expenses shall be reclaimed after the event or travel has taken place.

By Road

Mileage costs incurred for journeys undertaken within the United Kingdom on UK Chapter business will be refunded as follows:

1. Car mileage up to 10,000 miles at 45p/mile and mileage over 10,000 miles 25p/mile
2. Motor Cycle 24p/mile.

It is the responsibility of the claimant to comply with HM Revenue & Customs guidance for example on miles claimed per tax year and mileage rate.

By Train

The UK Chapter will refund Standard (Second) Class train fares for journeys made within the UK where:

1. The UK Chapter Director of Finance has received prior notification of the journey
2. Claims for over £100 are authorised in advance by the Chapter President and Director of Finance
3. The ticket is bought through the Trainline or similar most cost effective manner such as comparison web site.

Travel by First (Premium) Class is not appropriate for volunteer service. For long journeys where discount or additional benefits reduce the cost of First (Premium) Class to that of discounted Standard (Second) Class or close to, such travel may be authorised in advance by the Chapter President and Director of Finance.

Claims for journeys to Europe using Eurostar are subject to the same conditions as Air travel (below)

By Taxi

The UK Chapter will only refund expenditure on taxi fares where no viable public transport is available. A receipt shall support all claims for such journeys.

Claims for Taxi fares over £25 shall be authorised in advance by the Chapter President and Director of Finance.

By Air

All air travel must be authorised in advance by the Chapter President and Director of Finance. This authorisation will only be forthcoming where:

1. A detailed budget for the whole trip is provided in writing to the Chapter Director of Finance at least 2 weeks in advance of the journey. This budget should identify all expenditure that will be claimed as expenses to the UK Chapter

2. The cheapest possible fare is obtained e.g. by booking in advance and by taking an inflexible ticket option
3. The booking is not subject to booking fees by the agent unless this is the most cost effective method
4. Suitable insurance is held to ensure that costs are refunded in the event of cancellation
5. The Chapter is asked to fund Economy (Y) class only.

Where possible a reputable reduced fare comparison web site should be used.

All such travel must be paid for by the individual and a claim submitted including full receipts.

Under no circumstances should an agency be instructed to invoice the UK Chapter.

ACCOMMODATION

When PMI business necessitates an overnight stay away from home the UK Chapter will pay for a single room with private facilities or a double at single occupancy. The traveller should endeavour to find the most cost effective option. Any extras will not be refunded.

SUBSISTENCE

The UK Chapter will refund reasonable subsistence costs necessarily incurred by volunteers while working on behalf of the Chapter. These should be agreed as part of the activity cost forecast where that is feasible. Where a group of volunteers are together, a senior volunteer may pay for all. In this case the names of those whose cost is included in the subsistence shall be written on the receipt.

As a guideline, reasonable costs are dinner cost of £20 plus one alcoholic drink and other meals £10.

Note that subsistence is often provided at events organised by PMI global such as LIM and Regional Meetings. Volunteers attending these events will provide a personal budget for approval before the event takes place, as described in the LIM Expenses Policy. It should include any subsistence beyond that already provided by PMI.

CLAIMS PROCEDURE

General Claims

The UK Chapter will refund claims made under this policy where:

1. All conditions outlined above are complied with
2. The event or activity has taken place
3. The claim is fully supported by receipts
4. The claim is made within 1 calendar month of the last expense, except where a claim is delayed pending receipt of a credit card statement (see below)
5. The minimum claim is for £5
6. The claim is made on the latest version of the expenses claim form.

Where these conditions have been met the refund will be made by bank transfer payable to the individual concerned.

Late Claims and Year End Claims

The UK Chapter shall have no obligation to refund expenses at year end where a claim is submitted more than two weeks after the end of the year in which the activity took place and at other times more than two months after the date on a receipt.

Claims in Foreign Currency

All claims for expenses incurred outside the UK must be authorised in advance (see Air travel above).

All expenditure made using a personal credit card shall be claimed following receipt of the appropriate statement. The claim should be accompanied by a copy of the credit card statement with the items claimed clearly marked. The UK Chapter will refund the sterling equivalent indicated on the statement.

Expenditure made using cash shall be claimed at the rate of exchange on the currency exchange receipt and if that is missing at the exchange rate shown on the first day of travel by an exchange web site such as XE.com.

INSURANCE

The UK Chapter does not provide any insurance for journeys undertaken on its behalf. It is the responsibility of the individual to ensure that suitable cover for personal injury, effects etc. is obtained. Each individual is also responsible for insuring against cancellation of any trips planned on behalf of the UK Chapter.

Where the individual does not already have such insurance, the cost shall be included in the budget for the proposed travel and if approved the individual shall purchase the insurance.

QUERIES, CLARIFICATIONS AND REVISIONS

Please address any query, clarification or proposal for revision of this policy to the UK Chapter Director of Finance.