

Philosophy of Education Society of Great Britain

Expenses Claim Guidance

The Society expects that members should not be personally out of pocket for the voluntary work they do on its behalf. This guidance is concerned with the reclaiming of personal expenses incurred on Society business. All claims should be made using the [Expenses Form](#) and should indicate the budget against which the claim is being made. All expense claims should be sent with receipts to the PESGB Office, either by post or by email, where electronic copies of receipts exist.

Travel Expenses

When travelling by public transport, the Society expects to pay no more than the standard walk-on fare. Where possible, members should consider the feasibility of minimising costs by purchasing advanced tickets and travelling at particular times. However, we recognise that flexibility is often necessary.

When a personal car is used, the Society will pay a mileage rate and any reasonable car parking expenses. Start and end postcodes for the journey must be provided on the Expenses claim form. The Society does not accept responsibility for insurance or other potential costs associated with car use.

When travelling internationally on Society business then appropriate travel insurance should be purchased and can be charged to the Society. As well as health benefits we request as a minimum cover for delays, damage to possessions, and enforced changes of travel plans.

When travelling by aeroplane, members should consider the possibility of similar but cheaper routes/airlines.

Where cheaper travel will incur additional overnight accommodation or subsistence costs, members are asked to make judgements as to the best overall value for money and efficient use of their time.

Overnight accommodation

Where overnight accommodation is necessary, or reduces other costs, the Society will pay dinner, bed and breakfast costs at a reasonably priced B&B/hotel. The Society recognises that sometimes, after taxi fares/public transport costs are also taken into account, a more expensive, centrally-located hotel will be cheaper overall than a lower cost hotel that is less conveniently situated. Members should make judgements as to best overall value for money and efficient use of their time.

Subsistence

The following figures are given as a guide for reasonable subsistence expenses when conducting Society business:

Breakfast £7

Lunch £10

Dinner £20 plus half a bottle of wine or equivalent

The Society also will cover the cost of bottled water (up to 2 litres per day) and other refreshments during the day as commensurate with your normal routines. Where dietary or health issues will incur costs significantly above these guideline figures, please discuss the matter, in confidence, with the Treasurer.

Hospitality

Where appropriate, hospitality ought to be offered that is generous but not excessive. Hospitality is offered by the Society to its guests, not usually its members.

We would expect that hospitality expenses per person will be higher than those for subsistence. The style should not extend beyond that experienced at the annual conference dinner and, where possible, in a medium priced restaurant, i.e. £25-30 per head plus wine. Wine costs ought to be of the order of ½ bottle per person of reasonably priced, but palatable quality.