

Payment of Expense Claims for Events Run by Research Into Results Limited*

(RiR Ltd is a subsidiary company of the University of Edinburgh, and it currently manages the ESPA research programme).

*This does not apply to London.

1. Claimants based in the UK must submit their signed expenses claim form attaching all of the original receipts, numbered for ease of reference. For international claimants, scanned signed copies of the expense claim form and the receipts can be sent electronically to the Events Co-ordinator at events@espa.ac.uk. Electronic signed copies of the bank details form should be submitted by all claimants.
 2. Claimants must only claim for their own expenses incurred while at the event organised by Research Into Results Limited and not any incurred by their partners or family members.
 3. A home address is required for all payments for Inland Revenue purposes.
 4. Names and companies of all persons entertained are to be detailed on the expense claim form.
 5. **Claimants must submit their expenses by 20th December 2017.** We will not be able to alter this deadline.
 6. All expense forms must be signed by the claimant to confirm that their claim is true and accurate. By submitting an expense claim the claimant is confirming that they have not received payment from another source for this expense.
 8. Where claims appear unreasonable, or are not correctly authorised or completed in accordance with HM Revenue and Customs guidelines, they will be returned unpaid.
 9. Payment will be made by bank transfer; therefore bank details must be supplied. Expenses will be paid into the bank account detailed by the individual on the associated form. Research Into Results Limited takes no responsibility if the details supplied by the claimant are incorrect.
 10. Expenses will be reimbursed to claimants in Sterling (GBP). The different currencies used within the claim should be added into the Exchange Rate table at the top right of the form. The appropriate currency option can then be selected from the drop down list against each receipt entered. The exchange rate applied will be the prevailing rate on the day the claim is processed.
 11. Research Into Results Limited will not accept the receipting bank charges for international payments. Where applicable, claimants must incur this charge.
 12. A remittance advice will be forwarded to the email address given within the bank details form.
 13. IBAN numbers should be quoted for payments within Europe. The length of the IBAN number may vary depending on the country the money is being transferred to; some may be longer than the standard 22 digits. Funds may be returned if the IBAN number is quoted incorrectly. For payments to the USA an IBAN number will not be required so please state your bank account number.
 14. BIC/Swift Number is the Bank Identifier Code. In the US or Canada you may also have an ABA number (routing code).
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15. We will reimburse only reasonable costs for all **economy** travel. If people are travelling by air we will reimburse reasonable costs only for airport transfers. Airport transfers should

be by public transport. Taxis should be used only in exceptional circumstances*. Taxis for any travel in London will not be reimbursed. If the cost of an airport transfer (for both legs of a journey) are in excess of £50GBP then approval by Research Into Results Limited needs to be sought in advance of the journey.

16. Public transport should be used for local travel where practical. If public transport is not appropriate a suitable alternative may be used.

17. If travelling from Heathrow Airport several modes of transport can be used to travel to the centre of London:-

- a. Heathrow Express – <http://www.heathrowairport.com/transport-and-directions/trains/heathrow-express> - from the airport to London Paddington station (this runs every 15 minutes and journey time is 15 minutes). The London Underground can then be used to take you to your destination.
- b. London Underground - <http://www.heathrowairport.com/transport-and-directions/underground> - Piccadilly Line trains run from all Heathrow terminals and journey time is 50 – 60 minutes.
- c. Heathrow Connect – <http://www.heathrowairport.com/transport-and-directions/trains/heathrow-connect> - Bus service from Heathrow to Paddington via stations in west London. Trains run every 30 minutes and journey time is approximately 25 minutes. The London Underground can then be used to take you to your destination.
- d. National Express Coach - <http://www.nationalexpress.com/coach/airport/london-heathrow-airport.aspx> - Coaches run throughout the day, offering journey times of 40 – 80 minutes to Victoria coach station. The London Underground can then be used to take you to your destination.

18. Research Into Results Limited applies a policy of **economy class travel only**. Long distance travel should be made by the most environmental and reasonable method available.

19. Research Into Results Limited will in some cases, depending on the event, organise and pay for travel and/or accommodation for event attendees. Where claimants prefer to book their own travel and/or accommodation Research Into Results Limited will reimburse only up to the cost they were originally quoted by Research Into Results Limited (note that a quote must be supplied to you by Research Into Results Limited before making your own bookings). In addition, claimants must confirm that travel and/or accommodation charges incurred were in relation to their own accommodation only and not to anyone else.

20. If public transport is not available or if heavy/special equipment has to be carried, car mileage may be claimed at the rate of 40p per mile. Details of the hometown and year-to-date business mileage (UK tax year runs from April to March) are required to be included within the claim form.

21. Subsistence can be claimed up to a maximum of **£25 per day**, in accordance with the HMRC guidelines for day subsistence rates. No receipts are required if a claimant wishes to claim these rates. An entry should be included on the expense claim form to indicate they have incurred this cost. These rates can only be claimed for one day. Receipts are required for any expenses claimed for subsistence after this period.

22. If beverages and meals have been provided at an event, claims for these items purchased from retailers will not be reimbursed.

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23. Alcoholic beverages may not be claimed.

24. Internet access, newspapers and phone top-ups may not be claimed as part of your expenses.

25. Claimants are advised to check the bank account quoted on the related form over a period of time to ensure that the funds have been reimbursed. If there are any queries regarding the payment of expenses, please contact the Events Co-ordinator at events@espa.ac.uk in the first instance.