**BHBIA Expenses and Honoraria Policy**

This policy applies to all members involved in the organisation and running of BHBIA initiatives and activities – including the Board, Committees and those members convening or speaking at BHBIA training courses.

**Honoraria**

As the BHBIA is a ‘not for profit’ organisation, it is expected that member companies (or other organisations operating in the field of business intelligence) will provide their time and expertise free of charge – i.e. they will not be offered any fee, whether in the form of a direct payment, a donation to another organisation, or on any other basis.

Running one of our sessions provides organisations with an opportunity to raise their profile amongst BHBIA members and be associated with best practice in business intelligence.

Exceptions to this:

* We do pay fees to professional training providers who we have approached to run training courses for us.
* Payment of honoraria to external guest speakers will also be considered on request.
  + Requests will be reviewed on a case-by-case basis and must be approved by the Treasurer, unless the sums proposed are within the prearranged speaker budget for an event, in which case the conveners may use their discretion.
  + Sometimes a guest speaker may request a donation to a charity they support, in lieu of an honorarium. This is acceptable but note that the same considerations around the appropriateness and level of payment will apply as would be the case if it was a direct payment, and the recipient organisation must be registered with the Charity Commission.

**Expenses**

In addition, it is expected that members will not usually claim expenses from the BHBIA and that involvement in activities is ‘self’ funded.

However, in exceptional circumstances, claims for expenses will be considered. ***All claims must be agreed in principle with the Treasurer in advance***

Exceptional circumstances may include, but are not limited to:

* Long distance travel (over 100 miles each way) as a consequence of where the member’s home/workplace is located relative to the event venue (standard class rail fare or mileage at the prevailing rate set by HMRC)
* Members attending regular meetings on behalf of the BHBIA who cannot claim through their company expenses
* Limited other expenses such as refreshments (tea/coffee/sandwiches) or office expenses (stationery/photocopying/telephone) relating to a BHBIA meeting, where these are essential, have not been directly arranged by the BHBIA and cannot be claimed through the member’s company expenses
* Expenses incurred by professional trainers or external guest speakers (again, conveners may use their discretion here, within the agreed event budget)

***Honoraria or expenses specific to training courses/events***

If honoraria or expenses are anticipated for external speakers (or in any other exceptional circumstances as outlined above) at a BHBIA event or training course, this should be indicated at the proposal stage. A budget for the event will then be agreed with the treasurer in advance.

The BHBIA will cover the costs associated with room hire, appropriate meals and refreshments and will usually make all these arrangements directly with the venue, in addition to providing all the administration needed for all events.

For training courses with an overnight stay, meals and accommodation will be offered to the course organisers/conveners.

***Contract Staff***

Travel expenses (standard class rail fare or mileage at the prevailing rate set by HMRC) and office expenses (stationery/photocopying/telephone) can be claimed as incurred or as agreed in the supplier’s contract.

Other expenses should be agreed with the treasurer in advance.

***How to Claim Expenses***

In order to claim expenses, please complete the form below showing expenses incurred supported by original receipts (or scanned copies) or other suitable proof of expense.

All expenses should be clearly outlined on the form describing each expense and reasons for it, the date and the amount.

All expense claims must be submitted within 1 month of the expense being incurred.

Expenses incurred in August and September of any year should be claimed, wherever possible prior to 30th September of that year.

BHBIA’s preferred method of payment is by BACS so please include your bank details on the form if possible.

Expense forms and supporting receipts should be sent to BHBIA, via email [admin@bhbia.org.uk](mailto:admin@bhbia.org.uk).

Last updated February 2023

**BHBIA Expenses**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Note: VAT Receipts should be included with all expense claims in the order listed below

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| **Date** | **Description/Activity** | **Net Amount** | **VAT** | **Total** | **Sage Code (Office Use Only)** |
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***Claimed by:*** Name: Signature: Date:

Email:

***Payee (if different from above):***

***To be paid by BACS please supply: Name on the Account:***

***Bank Account No: Sort code:***