

# F2: External Expense Form

## CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS Claim for reimbursement of expenses

Name .....

Address .....

If car used state c.c .....

MEMBERS ARE ASKED TO USE CHEAPEST AVAILABLE FARES ON PUBLIC TRANSPORT WHEREVER POSSIBLE. WHEN THIS IS NOT POSSIBLE A BRIEF NOTE SHOULD BE ADDED. PLEASE SEE NOTES OVERLEAF

Nature of business ..... Authorising CILIP Officer .....

DATE	DETAILS	AMOUNT		CODE
		£	p	

Signed (Claimant) ..... Date .....

Payment is usually made direct to your bank account. This avoids loss in the post and the trouble of paying a cheque into the bank, the money is available to be drawn upon immediately it arrives in your account (within two weeks of reaching the CILIP Finance Department) and it reduces charges to CILIP. Please complete the following:

I have already supplied details of my bank account

or

Name on bank account ..... Bank's name .....

Bank's address .....

Bank Branch sorting code \*

Bank Account number \*

\* This information appears on your cheques. Building Society accounts may be identified in a different format; if so, supply full details elsewhere on this form.

Passed for Payment ..... Date .....  
(Authorising Officer)

## REIMBURSEMENT OF EXPENSES

1. CILIP reimburses members of Council, committees, working parties etc for the cost of attending such meetings. Co-opted members of committees also have their expenses reimbursed. The expenses of observers on committees are not met by CILIP unless special considerations justify doing so. CILIP does not reimburse the cost of travel to social events, such as Annual Receptions or Dinners, except in the case of those persons whose attendance is essential, as host, speaker etc. CILIP does not meet the cost of travel etc by spouses or partners.
2. On occasions, councillors and others attend a CILIP meeting and a meeting of another organisation on the same day. In such cases the whole cost should not be claimed from CILIP.
3. All persons claiming reimbursement should use the form overleaf. It is far more convenient if one form is used for each separate event unless the amounts involved are particularly small.
4. Claimants are asked to make all possible use of reduced fare arrangements such as day returns, Apex etc. The cost of first class travel is not reimbursed. Travel should normally be by public transport unless special considerations justify the use of a car or taxi. The mileage rates for car travel are as follows and are revised from time to time:

up to 1000 cc	1001 - 1400 cc	over 1400 cc
28p	34p	40p

5. In the case of long journeys the cost of air travel may be reimbursed but, especially in this case, claimants are asked when at all possible to make their bookings sufficiently far in advance to take advantage of reduced fares. If the full fare for an air journey is claimed, claimants are asked to add a note explaining why advance booking to obtain a cheaper fare was impossible.
6. Where overnight accommodation is essential for discharging CILIP duties it may be reimbursed at cost. In view of the widely varying rates for hotel accommodation, no fixed rate is adopted but claimants are asked to exercise due economy. In London, arrangements have been made with the Union Jack Club where members of CILIP may obtain accommodation at low rates, and with St Giles Hotel, which gives a discount. It will not normally be appropriate to claim both air travel and overnight accommodation.
7. Lunch is provided by CILIP at all Council meetings and most committee and working party meetings. Reimbursement of the cost of meals en route can be made but claimants are asked to exercise due economy.
8. CILIP representatives occasionally attend meetings overseas. Those involved in overseas visits are particularly urged to make use of package bookings under which good savings in travel and total costs can be made.
9. Any queries about the reimbursement of expenses should be taken up with either Rowena Wells or the Chief Executive.
10. When a claim form is received which appears to the office to depart from the above rules the staff have instructions to refer it back for reconsideration.