

**RETIRED TEACHERS' ASSOCIATION NORTHERN IRELAND**  
**[www.rtani.co.uk](http://www.rtani.co.uk)**

**Payment of Expenses Policy**

The Retired Teachers' Association will reimburse officers and members for reasonable expenses wholly, necessarily and exclusively incurred in connection with its business. Officers and members should not be either financially disadvantaged or advantaged because of genuine business expenses.

The Retired Teachers' Association will reimburse the reasonable costs of amounts necessarily expended by officers and members on travelling in the performance of their duties or expectations of office, for example as representatives of the association to conferences, events, external meetings etc.

Officers and members should travel by the most cost-effective mode of transport taking into account journey time and the nature of the journey as well as the monetary cost.

With the exception of Executive Committee Meetings and personal invitations from branches to officers of the Executive Committee to attend specifically named branch events, approval should be obtained in advance from the Executive Committee for reimbursement of travel and any other expenses which may be incurred through attendance at external events.

The mileage allowance for journeys by car is set by reference to HM Revenue and Customs guidelines on Approved Mileage Allowance Payments and is 40p per mile per vehicle.

The Retired Teachers' Association will reimburse reasonable out of pocket expenses incurred by an appointed officer of the Executive Committee when it is necessary for that officer to stay away from home overnight on Executive Committee business either in London or at a venue relating to the RTANI Annual Conference.

For travel to PSPC Meetings in London, flights and transfers should, whenever possible, be booked sufficiently in advance to obtain the best possible prices. Air travel should be by economy class. All tickets and credit card vouchers should be retained.

Similarly, and as far as possible, rail and tube travel should be standard class and, if possible, should be booked sufficiently in advance to obtain the best possible prices.

Hotel accommodation should also be booked in advance at the best possible rates which should include breakfast costs. Additionally, the officer may claim personal incidental expenses necessarily incurred such as parking at a Northern Ireland airport, simple lunch and evening meal but excluding any and all comfort and/or courtesy costs.

Hon. Treasurer will endeavour to process all travel and expenses claims received within one week although this cannot always be guaranteed. In accordance with the Constitution, all expenses should be supported by detailed receipts, not just stubs, and shall be paid by cheque.

*Payment of Expenses Policy agreed at the Central Executive Committee Meeting held on  
Wednesday 5<sup>th</sup> October 2016.*