The Chartered Institution of Building Services Engineers

Members’ Travel and Subsistence Expenses Claim Form

The Chartered Institution of Building Services Engineers benefits considerably from the substantial time and expense freely absorbed by members and their employers in support of the Institution’s charitable objectives. Many members consider it an honour to serve CIBSE and cushioning expenses is a cost-effective means for industry to support the work of the Institution.

However, we appreciate that, especially for members travelling regularly from some distance and those no longer in employment, it is not always possible to expect employers to cover expenses incurred. In these circumstances the Institution will reimburse reasonable expense claims from CIBSE members that satisfy the following criteria.

Claim Criteria:
1. Claims must be made within 3 months of the expense being incurred and on or before 15 December of the year in which it was incurred. Claims submitted after 15 December will not be met.
2. Receipts for all major components of expenditure should accompany the claim.
3. Members are requested to book travel well in advance in order to obtain lower priced fares. In order to contain train and air costs, the Institution will take the risk of meeting cancellation or deferment.
4. Claims for air fares for internal flights will not normally be met. Where a member wishes to fly then this should be discussed with the relevant CIBSE manager before any bookings are made or costs incurred.
5. Travel costs should not exceed the cost of a normal 2nd class rail fare, or 45p per mile for a personal vehicle (not company car). Where there is reasonable choice the Institution would prefer train travel over car, to minimise carbon emissions.
6. Use of personal Motorcycle for company business is reclaimable at 24p per mile.
7. If any individual trip or claim is likely to exceed £200, members should obtain specific written permission from the relevant CIBSE manager in advance of the travel date. This is to ensure that there are sufficient funds to meet this level of expense.
8. For meetings external to CIBSE (i.e. where a member is representing the Institution) members should obtain specific written permission from the relevant CIBSE manager in advance of the travel date.
9. Claims for hotel and meal expenses, which exceed CIBSE negotiated rates, will not be met. (Please contact CIBSE for advice on hotel accommodation in London, when required).

Any questions about members’ expenses should be addressed to the relevant department before commitments are made.

COMPLETE IN BLOCK CAPITALS:
Please assist with my expenses for (insert description):

________________________________________________________________________

Travel from ___________________________ to ___________________________

Name of manager responsible for the meeting or authorising expenditure (see above) __________________________________________________________

Member’s Name ___________________________ Signature ___________________________

Address ________________________________________________________________

Post code ___________________________ Membership Number ___________________________

Contact Number ___________________________ Date ___________________________

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please ensure receipts are attached to all claims)</td>
<td>Date received ___________________________</td>
</tr>
<tr>
<td>Rail/Air Travel ___________________________________________</td>
<td>Department ___________________________</td>
</tr>
<tr>
<td>Type of ticket ___________________________________________</td>
<td>Authorised for payment ___________________________</td>
</tr>
<tr>
<td>Hotel/meal ___________________________________________</td>
<td>Nominal ledger/Dept code ___________________________</td>
</tr>
<tr>
<td>Other (please specify) ___________________________________</td>
<td>Cash payment ref ___________________________</td>
</tr>
<tr>
<td>Total ___________________________________________</td>
<td>Posted by ___________________________</td>
</tr>
<tr>
<td></td>
<td>Cheque Number ___________________________</td>
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</tbody>
</table>

Return to CIBSE, 222 Balham High Road, London, SW12 9BS

March 2014