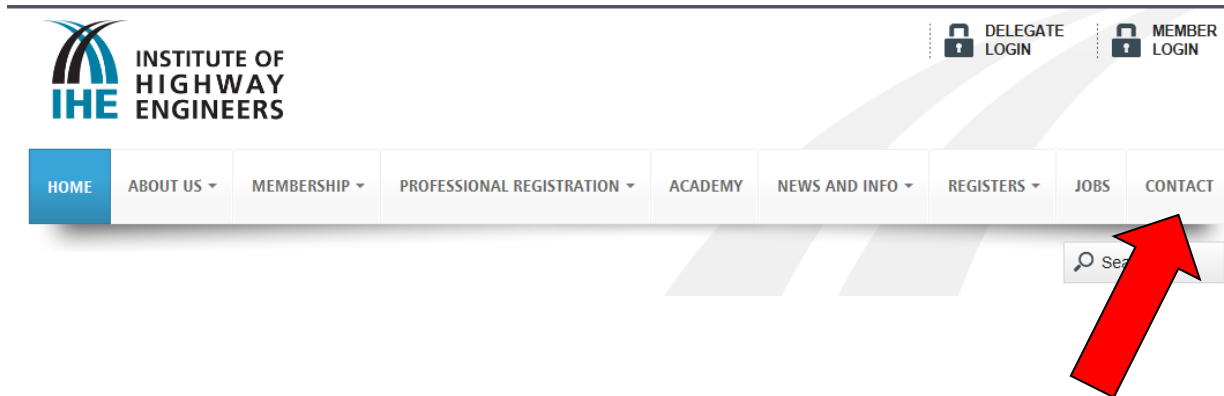


# Claiming Expenses from the Institute of Highway Engineers

## Submitting an IHE e-expenses claim form the IHE website

1. Click 'Contact' on the right hand side of the main IHE webpage.



2. Scroll down to the fourth section marked 'Contacts' and in the Expenses section a copy of the e-form is available on the right hand side.

### Contacts:

accounts@theihe.org – payments of invoices

events@theihe.org – booking events, courses

professionalreviews@theihe.org – EngTech, IEng and CEng enquiries

membership@theihe.org – new applications, renewals and subscriptions

info@theihe.org – general enquiries

web@theihe.org – website, members area, social media

Expenses – Expenses claim form

3. Complete the e-form in as much detail as possible attaching receipts where required. Fields marked with a red asterisk (\*) are mandatory.

HOME ACADEMY

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## IHE Expenses Form

First Name \*

Last Name \*

TRAVEL

Please enter your travel information below:

Date of travel \*

Purpose of journey \*


Journey Start \*

Journey Via

NOTE: All expenses claims must be made in accordance with the guidance in Appendix 1.

4. Please enter a total amount and click the submit button. You will receive a notification if your expenses have been submitted successfully.

Total Expenses \*

  
 I'm not a robot   
reCAPTCHA  
Privacy - Terms  

## **Appendix 1**

1. All claims are acknowledged and paid by BACs within 6 IHE working days (ie. 2 weeks). Only enter your account details if this is your first expenses claim to IHE.
2. **All claims other than mileage must be accompanied by a receipt.** Receipts can be uploaded in most common file formats, including PDF, JPEG etc. Failure to attach a receipt(s) may delay payment.
3. Claims should be submitted not more than **two months** after the expenditure was incurred and always before 31st December.
4. The cheapest rail fare should be claimed commensurate with meeting times. Advance fares, singles in advance etc. should be used to reduce travel costs.
5. If you use a car, the equivalent 2nd class rail fare or the cheapest available rate may be claimed or 25p per mile – whichever is the lesser total amount. **It is your responsibility to find out fares and demonstrate compliance with the above.**
6. Refreshments or train meals are not valid if your journey is completed before 8.30 pm.
7. All claims for overnight accommodation (max £75) must be accompanied by a full receipt.