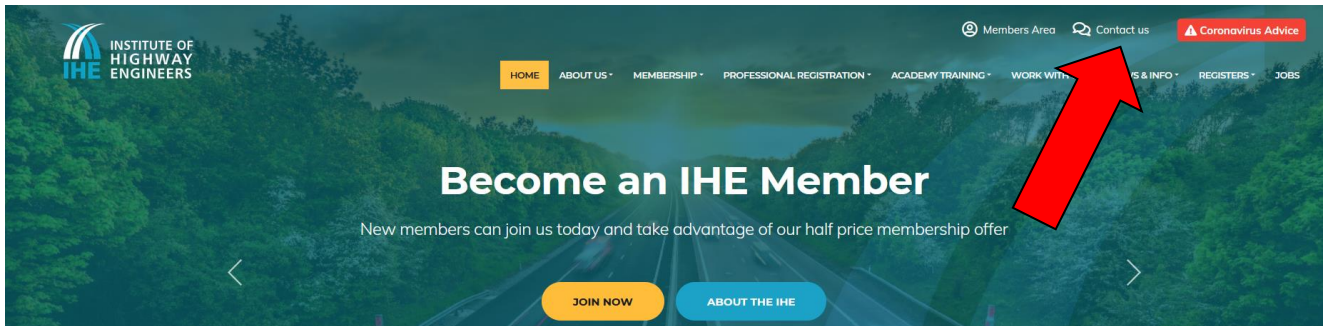


Claiming Expenses from the Institute of Highway Engineers

Submitting an IHE e-expenses claim form the IHE website

1. Click 'Contact Us' 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

IHE Expenses Form

First Name *

Last Name *

TRAVEL

Please enter your travel information below:

Date of travel *

Purpose of journey *

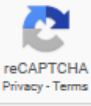
Journey Start *

Journey Via

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

- 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

- 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.
- 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.
- Claims should be submitted not more than **two months** after the expenditure was incurred and always before 31st December.
- If your journey starts before 8.30 am breakfast may be claimed to the value of: £7.50
- Lunch may be claimed up to a value of: £10.00
- If your journey is completed after 8.30 pm or overnight, dinner may be claimed to the value of: £25.00. Refreshments or train meals are not valid if your journey is completed before 8.30 pm.
- The cheapest rail fare should be claimed commensurate with meeting times. Advance fares, singles in advance etc. should be used to reduce travel costs.
- 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.**
- All claims for overnight accommodation (max £75) must be accompanied by a full receipt.
- In addition to the above, the following reimbursements are available for Professional Review reviewers:

Activity	Payment	Comments
'Desktop' review	£25.00 per review	This includes: EngTech/ ICTTech assessment, or the Initial Assessment of IEng & CEng reviews.
PR Interview	£40.00 per review	All Professional Review Interviews, regardless of registration grade. This includes virtual PRI's.

Dated: 22/10/2020