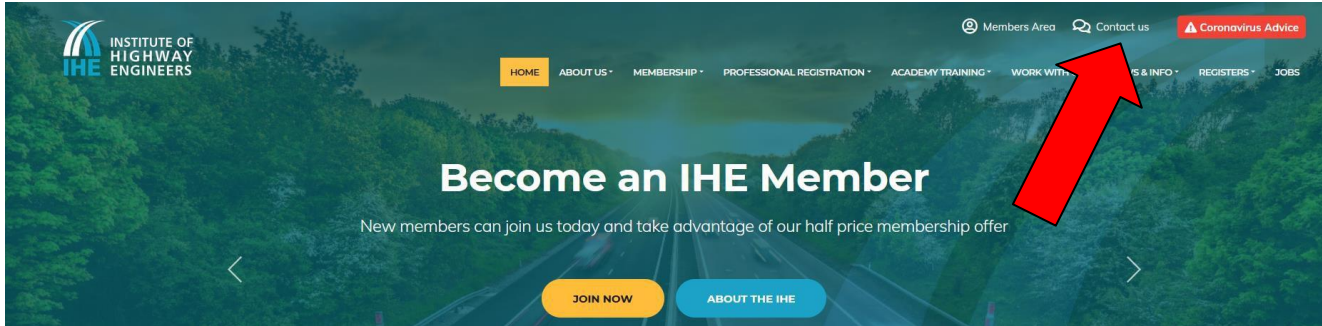


Claiming Expenses from the Institute of Highway Engineers

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.

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 *

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SUBMIT

Appendix 1 - Reimbursement Terms

The IHE is a charitable organisation. As a volunteer you are expected to apply good judgement and select the most cost effective and environmentally efficient means of transport for the journeys you make for the Institute.

If you are unsure whether the costs you intend to incur are acceptable for reimbursement, please liaise with IHE HQ prior to incurring the expense.

1. All claims are acknowledged and paid by BACS within 10 working days. Please Note: only enter your account details if this is your first expense claim presented to IHE.
2. **All claims other than mileage must be accompanied by an appropriate receipt.** Receipts can be uploaded in most common file formats, including PDF, JPEG etc. Please note that failure to attach a receipt(s) may delay payment or claim being declined.
3. Claims should be submitted no more than two months after the expenditure was incurred and always before 31st December.
4. If your journey starts before 8.30am, Breakfast may be claimed to the value of £15.00.
5. Lunch may be claimed up to a value of £15.00.
6. If your journey is completed after 8.30pm or overnight, Dinner may be claimed to the value of £30.00. This may, within reason, include alcoholic drink when consumed with the meal.
7. If your business for the IHE (inclusive of travel time) lasts for more than seven hours in a single day, you may claim up to the value of £10.00 for miscellaneous refreshments costs, on production of appropriate receipts.
8. Rail travel is the preferred (sustainable) method of transportation. The cheapest standard rail fare should be claimed commensurate with your IHE business meeting times. Unless journey flexibility is specifically required, advance fares should be used to reduce travel costs.
9. If you are required to use a car, you may be claim 45p per incurred mile –
 - If you are required to use a vehicle, this presents a carbon reduction opportunity in the

form of car-sharing (subject to health and safety and wellbeing). A 15p per mile uplift per passenger is applicable, for the relevant shared element of the journey.

- It is your responsibility to ensure you have the necessary provisions included in your vehicle insurance policy to allow your vehicle to be used for business travel, and the conveyance of business colleagues.

10. The IHE discourages unsustainable modes of transport such as air travel. However, it is recognised that this method of commuting may be unavoidable.

- If air travel is deemed to be required, **approval must be sought from IHE HQ prior to booking of any air tickets.**

- Where feasible, any booking of air tickets must be Economy /standard class and booked sufficiently in advance of the planned journey to reduce the fare cost.

11. All claims for required overnight accommodation **must be accompanied by a full receipt.** Please Note: IHE HQ is able to book hotel accommodation by request.

- **The maximum claimable 'room only' rate is £125 per night.** You may book bed and breakfast and include the breakfast entitlement (section 4), to raise the allowance to £140 per night. If this is done a separate breakfast allowance for the days in question will not be claimable.

- IHE recommends the use of the typical hotel chains as this should ensure that even within London, a reasonable level of accommodation is available within the price limit.

12. In relation to advanced bookings for travel or accommodation, the IHE accepts claims being submitted in advance of the actual event date.

13. In addition to the above, the following reimbursements are available for IHE Professional Review reviewers:

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