

# The UK Kidney Association (UKKA)

## Expenses and Involvement Policy

The UKKA is working in partnership with the renal community to improve lives by supporting professionals in the delivery of kidney care and research.

We will ensure that staff, trustees, patients, invited speakers, and representatives are not out of pocket for their work, and contributions to this mission, as long as they do not exceed the agreed rates and claims, are submitted within the agreed timescales.

This is a guide detailing our policies and the procedure to follow when submitting a claim.

### Allowances

#### Travel

For travel in a vehicle, the following mileage allowances are applicable:

Vehicle/Item	Rate	Conditions
Car or Van	45p per mile	For the first 10,000 miles per tax year, 25p per mile after that
Motorcycle	24p per mile	
Cycle	20p per mile	
Additional passenger in a car	5p per mile	Per passenger, per mile

The UKKA will also cover expenses incurred on the underground, in a bus, or for car parking when a valid receipt is provided.

Taxi costs are covered on submission of a valid receipt only where suitable public transport is not available or unsuitable for other reasons.

Rail and airfares are covered where a valid receipt is submitted, and the cost of a standard class ticket, or the equivalent (economy), will be reimbursed. The UKKA does not reimburse the costs of a first-class ticket.

#### Accommodation

Although it will not be usual to cover the cost of accommodation, there may be some activities that start at a time when an overnight stay before the event would be beneficial. In this instance, we will cover the following allowances for hotels or apartments:

1. Up to £100 per night outside London
2. Up to £150 per night in London and Europe
3. Up to £200 per night for travel outside of Europe

If no hotel is available within these rates, authorisation must be obtained first before booking at a higher rate.

If you choose to stay with friends or family, we will cover an overnight allowance of up to £20 to include dinner for that evening. No receipt is required.

## Subsistence

The UKKA will cover the following expenses:

Item	Rate	Conditions
Subsistence	£5	For meeting and travel of <b>5 hours</b> or more <i>where catering is not provided</i>
Subsistence	£10	For meeting and travel of <b>10 hours</b> or more
Subsistence	£25	For meeting and travel of <b>15 hours</b> or more and where travel is ongoing after 8pm

## Sundries and work related expenses

We will reimburse you for

- Postage
- Sundries
- Mobile Wi-Fi
- Other costs directly incurred

### *Staff phones*

We will reimburse the SMT, plus other approved personal phone users, for their monthly mobile phone tariff. Charges incurred in excess of the 'free' calls/texts included in the tariff are the responsibility of the individual, except for charges incurred whilst using teleconference facilities approved by the Head of Finance.

## Interview expenses

If you are invited to an interview for a position, we will cover your travel costs following the allowances detailed in this document.

## Honorariums

Patients and other members of the public will be permitted to claim for their personal time given up to attend meetings. They are permitted to claim up to £40 for a half-day meeting and £75 for a full day meeting (5 or more hours).

It is the responsibility of the claimant to report, if necessary, payments for tax purposes, and they should be aware it may have implications on benefit payments. This guide does not attempt to answer all of the questions you might have about being offered expenses or payment for involvement. We strongly advise that you get expert advice about your own personal financial circumstances before accepting payment.

You may wish to claim an honorarium and donate this to another charity. This is permitted and must be clearly stated on the claim form.

## Carers and support workers

We recognise that in some circumstances persons will need to arrange for carers/support workers to accompany them to a meeting. The UKKA will meet the reasonable expenses, costs of carer and support workers and the travel, accommodation, subsistence requirements of the carer/support worker who accompanies the invited attendee. These costs are to remain within the guidelines and allowances of this policy.

## Process

Expense claims forms are available from [Stephanie.lock@renalregistry.nhs.uk](mailto:Stephanie.lock@renalregistry.nhs.uk) or the nominated organiser for the event/meeting. The completed forms are to be returned either electronically to [Stephanie.lock@renalregistry.nhs.uk](mailto:Stephanie.lock@renalregistry.nhs.uk) or via post to:

Stephanie Lock  
Head of Finance  
The UKKA  
c/o The Renal Association  
Brandon House Building 20a1,  
Southmead Road,  
Bristol, BS34 7RR

## Conditions

A valid VAT receipt or proof of purchase is required and if photocopies are sent it is the responsibility of the claimant to retain the original receipt.

Claims submitted without receipts in excess of £10.00 will not be authorised.

Where the item claimed is equal to, or less than, £10.00 and no receipt was able to be obtained, it is at the discretion of the Head of Finance or a member of the SMT if we will honour this claim.

All claims are to be submitted within six months of the date of the receipt or the event, whichever is later. For claims submitted after this period, the UKKA retains the right to refuse payment of the claim. The submitted receipts must match the information on the relating claim form.

**All claim forms should be dated and signed by the claimant.**

Once approved by the Head of Finance, we aim to pay all expenses claims within 30 days of receipt; however, we are not liable for any interest or penalties if payment is made after this term.

If a member of staff leaves the UKKA, and in the 12 months following the departure is asked to present their work in the UK or abroad, the UKKA will consider covering expenses for a maximum of one UK, one European (including second UK) and one international conference. Prior authorisation must be obtained from a member of the SMT before any commitments are made and approval is not guaranteed.

To be UKKA funded to travel abroad you are expected to submit an abstract to the UK Kidney Week Conference in the same year. If no abstract has been submitted, it is unlikely funding will be provided.

*Updated July 2021, Stephanie Lock*