

CiCe5 Working Group Guidelines

Meetings and Claiming expenses

Please read this document in conjunction with the Working Group Guidelines for your Strand.

Introduction

As a member of a CiCe Working Group (WG) you are expected to attend the two meetings in each CiCe year (unless otherwise instructed in your Working Group Guidelines):

Meeting	To take place:	Organised by:
Working Group seminar (all WGs)	October	CiCe office
Pre-Conference Working Group Meetings	May	CiCe office

The meetings will usually take place over two days, although you may have to travel the day before, as they usually start at 9.00 am. We realise that there will be occasions when attendance is simply not possible but, although we recognise that our CiCe groups do a lot of their work by electronic communication, if you miss more than one meeting you may be asked to leave the group so you can be replaced: otherwise there is an unfair burden on the remaining group members.

Travel and Accommodation arrangements for meetings

Notification

Teresa will e-mail you well in advance of the meeting to confirm the dates and arrangements.

Accommodation

We make arrangements with our local contact to book everyone into the same hotel. We usually book a single room (with en suite facilities and breakfast) for everyone and payment is made from the CiCe office directly to the hotel. Prior to the meetings (4-6 weeks in advance) you will be asked to confirm that you will be attending. If you wish to travel with your partner/ a friend you will need to pay the supplement for a double/twin room directly to the hotel. If you wish to extend your stay you will need to pay for the additional night(s) directly to the hotel.

Subsistence

Morning and afternoon tea and coffee, (usually) lunches and (occasionally) evening meals for the days of the meeting are arranged and paid for by the CiCe office. Because of the need to confirm catering arrangements well in advance, opting out of these costs is not possible. The pro rata cost for tea/coffee and lunches will be counted as part of your daily subsistence expenditure (see below).

Travel

The CiCe office can arrange to book and pay for your flight/train in advance if you provide the necessary details. We will contact you in advance of the meeting to ask you if you would like us to do this for you and you will need to complete a travel request booking form.

General information about meetings

Travel arrangements and payment

We are happy to book and pay for your flights in advance. This is easier for us, and means that you do not have to commit a large amount of your own money. If you would like us to pay for your travel you will have to do the necessary research yourself, and let us have full details well before

your dates of travel (as we need time to make the booking and send the tickets to you). Particularly before the Conference, we cannot make bookings at short notice. The details you need to provide on the travel request form are:

- Departure and arrival airports
- Dates and times of flights
- Airline
- Flight number

Alternatively, if you have a travel agent who can arrange your booking and is prepared to invoice CiCe directly, that is also fine. Once the agency has found a suitable flight for you the details should be emailed to the CiCe office for confirmation *before* the flight is booked. Payment can then be arranged by invoice or credit card.

If you are using your own car, **we can not pay for petrol or parking**. We can pay you a set rate for mileage or the equivalent cost of a train journey. Do contact the CiCe office if in doubt.

Keep the CiCe office informed

Please ensure that you notify the CiCe office if you are unable to attend or if you need to change any aspect of your booking.

Travel Insurance

If you cannot attend the meeting for any reason at all, you will be invoiced for the full amount CiCe has paid on your behalf. Please MAKE SURE you have insurance to cover this eventuality (you can claim the insurance cost as part of your travel claim). We cannot take out insurance on your behalf.

Daily subsistence allowances (daily rate)

For all expenditure, we need to adhere to the maximum daily allowance for each country which is based on figures set by the EC. The daily rates vary from country to country, but they are consistently low and need to cover accommodation, food and local travel costs. Please keep in mind that for a typical two-day meeting you will be allowed to spend up to a maximum of 3 x the daily rate for the country that the meeting is held in. We will send you details of the country's rate in advance of each meeting.

Claiming your expenses

You are asked to complete the *CiCe Expenses & Timesheet Form* promptly after your meeting and return it to the CiCe office (the address is given at the top of the form).

IMPORTANT POINTS:

- Your claim **must** be submitted on the CiCe Expenses & Timesheet Form
- The form **must** be signed by you (we cannot process unsigned claims)
- The form **must** be accompanied by all original receipts
- The form **must** be accompanied by proof of travel (e.g flight boarding pass, see below)
- Even if you are not claiming expenses you **must** send us your original boarding passes

Currency:

List your expenses on the Expenses Form in the currency used. Please do **not** do currency conversions (these have to be done in London because we are required to keep a record of the exchange rates. Exchange rates used are set by the commission and usually set at the mid point in the project.

▪ **Receipts:**

We **CANNOT** and **WILL NOT** reimburse for any expenditure which is not supported by a proper receipt - this is against both London Metropolitan and SOCRATES finance rules.

All receipts should contain the **date**, an indication of what the cost was for, the **amount** and the **currency** concerned, and should be on some sort of form or **official stationery** - pages torn from a notebook are **NOT** acceptable!

Expenses claimed without supporting receipts will be deducted from your claim!

***We advise that you make a copy of all receipts before posting them,
in case they get lost in the post***

▪ **Proof of travel:**

Brussels requires **proof of travel**, not just proof of purchase, so please send back the remaining **section of your actual ticket and your boarding passes**, with your expense claim. These rules apply even if CiCe bought your ticket or you are also submitting a travel agent's invoice/receipt. We are **NOT** able to reimburse costs without this documentation.

We can under no circumstances reimburse more than the daily allowance set by the EC. If you spend more, you will have to meet the surplus costs yourself.

Subsistence DOES NOT include entertainment; we cannot reimburse you for tickets for theatres, concerts, museums, for the costs of wild nights in local night spots, etc.

How to complete the expense form & timesheet

Instructions on completing the CiCe Expense Form & Timesheet are given below. There is also an example form at the end of the document for your information.

Section 1: Your details

Please complete your name and institution.

Section 2: Travel expenses

Travel covers transport between your home and your meeting accommodation. E.g. train to airport, flight, taxi to hotel (and vice versa). It also covers visa fees and travel insurance. Other transport costs, such as tram or bus to the meetings at the university, should be claimed under Section 3, '*Subsistence Expenses*'.

Section 3: Subsistence expenses

Subsistence covers accommodation, food and local travel (see above) for yourself only (or for where you have paid on behalf of other members of your working group and are claiming back the total cost). You may **not** use any part of your allowance to pay for family members, friends or CiCe members who are not involved in the meeting.

You may only claim subsistence for the dates which cover the meeting: if you extend your stay, you cannot claim for money spent on extra days, *even if your spending on the meeting days is under the allowance*. The only exception is money spent on your journey to/from the airport and food on the journey. For instance, if you arrive on Thursday for a meeting on Friday/Saturday you would normally go home on Sunday. If you stay until Tuesday, we will not refund for anything you spend on the Sunday/Monday, but we will pay for your travel to the airport and from your home airport to your home on Tuesday and for food on that day. We take the allowance for a meeting as a total - we don't calculate the expenditure per day, but as an average over the days of the meeting (usually three) so you could, for instance, eat very frugally on two nights in order to afford somewhere special on the third night.

Section 4: Signature

Please remember to sign the form, as we cannot process your claim until you have done so.

Section 5: Reimbursement

Please indicate whether you would like to be paid by Euro cheque or by bank transfer.

Reimbursement

Your claim will be processed as soon as possible after we receive it but there may be a delay during busy periods (e.g. following the conference), if we are awaiting receipts etc from other members of your group or if there is any paperwork missing from your claim. You can choose whether you would like to be paid by Euro cheque or by bank transfer. A bank transfer is usually quicker and cheaper for you, especially if your country is not in the € zone. We pay the UK end of any applicable bank charges and add them to your subsistence claim (the current cost is approx €10.00). Any charges from your own bank will be deducted from the amount credited to your account. If you indicate on your form that you would like to be paid by bank transfer we will be in touch with you to confirm your bank details.

Frequently asked questions (FAQs)

- **Question:** my partner came to the working group meeting with me. How should I claim?
- **Answer:** submit your receipts and claim for half of each receipt on your form. For example, if you shared an evening meal with your partner and the total for the two of you was €30 you should enter €15 for a meal on your expense claim form. On the back of the receipt write 'Meal for 2: claiming half'.

- **Question:** my working group had a meal together and I paid the whole bill on my credit card/with cash. How should I fill in the expenses form?
- **Answer:** the total amount you paid will be refunded to you. However, we need to show a proportion of the cost against each person's name. Therefore it is essential that you clearly indicate how many people the bill was for and who those people were. The easiest way to do this is to write the number of people and their names on the back of the receipt.

- **Question:** my working group had a meal together and we all paid our share of the bill. How should I fill in the expenses form?
- **Answer:** If you have the receipt please write on the back the names of the people who the meal was for and state that you all paid your own share. Each person should write the amount that they are claiming on their expense form and state which person will be submitting the receipt. Please note we can only process the claims and arrange payments once we have received the receipt!

- **Question:** my working group had a meal with other members of the CiCe network and two doctoral students. Can we claim for the cost of their meal?
- **Answer:** At the October meeting CiCe will pay for working group members and members of the executive committee (EC). During the conference meetings we can pay for WG, EC and National
- Co-ordinators (NC) only. Please indicate by name on the receipt the people who you are claiming for. We cannot pay for meals for network members who aren't in one of these specific groups (EC, WG, NC) and we cannot pay for meals of doctoral students even if they are CiCe members.

- **Question:** the CiCe office booked and paid for my flight but I am now unable to attend the meeting. What happens now?
- **Answer:** If you cannot attend the meeting for any reason at all, you will be invoiced for the full amount CiCe has paid on your behalf. Please MAKE SURE you have insurance to cover this eventuality (you can claim the insurance cost as part of your travel claim). We cannot take out insurance on your behalf.

If you have any other queries about arranging your meeting or claiming your expenses please don't hesitate to e-mail Colin or Teresa in the CiCe office. If you are unsure please ask!

Procedure for claiming reimbursement of expenses

- (1) All amounts claimed must be supported by receipts, which should be included with the form.
- (2) YOUR BOARDING PASSES/TICKETS MUST ALSO BE SUBMITTED.
- (3) The total amount claimed in section 3 **MUST NOT** exceed the prescribed per diem cost limits set by SOCRATES. Sums in excess of the limit will not be reimbursed.
- (4) Please ensure that your forms is signed and that all receipts are included
- (5) All claims will be reimbursed by cheque or bank transfer in Euros.

SECTION 1: Your details

Name: *Lindsay Melling*

Institution: *London Metropolitan University*

Purpose of meeting: *CiCe Seminar Meeting: Barcelona, October 2011*

SECTION 2: Travel expenses

Date of travel	Journey		Method of travel	Currency	Amount claimed
	From	To			
<i>12/09/11</i>	<i>London</i>	<i>Barcelona</i>	<i>Single trip Travel Insurance</i>	<i>£ UK</i>	<i>25.00</i>
<i>02/10/11</i>	<i>Home :Hertfordshire</i>	<i>Heathrow airport</i>	<i>Train</i>	<i>£ UK</i>	<i>25.00</i>
<i>02/10/11</i>	<i>Heathrow airport</i>	<i>Barcelona airport</i>	<i>Flight</i>	<i>Paid by CiCe</i>	
<i>02/10/11</i>	<i>Barcelona airport</i>	<i>Hotel</i>	<i>Taxi</i>	<i>Euro</i>	<i>30.00</i>
<i>05/10/11</i>	<i>Hotel</i>	<i>Barcelona airport</i>	<i>Taxi</i>	<i>Euro</i>	<i>30.00</i>
<i>05/10/11</i>	<i>Barcelona airport</i>	<i>London Heathrow</i>	<i>Flight</i>	<i>Paid by CiCe</i>	
<i>05/10/11</i>	<i>London Heathrow</i>	<i>Home: Hertfordshire</i>	<i>Train</i>	<i>£UK</i>	<i>25.00</i>

SECTION 3: Subsistence expenses

Date	Nature of expense (accommodation, meals etc)	Currency	Amount claimed
<i>02/10/11</i>	<i>Breakfast at Heathrow airport</i>	<i>£UK</i>	<i>4.62</i>
<i>02/10/11</i>	<i>Evening meal (bill divided by 4 people, Alistair Ross has receipt)</i>	<i>Euro</i>	<i>15.00</i>
<i>03/10/11</i>	<i>Evening meal for 3 people (Lindsay Melling, Alistair Ross, Peter Cunningham). I paid total bill.</i>	<i>Euro</i>	<i>60.00</i>
<i>05/10/11</i>	<i>Snacks/ refreshments on journey home</i>	<i>£UK</i>	<i>5.05</i>
<i>03/10/11 & 04/10/11</i>	<i>Bus from hotel to University and back (4 journeys)</i>	<i>Euro</i>	<i>8.00</i>

SECTION 4: Signature

I certify that the above details are correct and all amounts claimed were incurred on authorised CiCe business.

Signature of claimant *Lindsay Melling*..... Date *08/10/2011*.....

SECTION 5: Reimbursement

Please indicate how you would like to be paid by ticking one box below:

Bank transfer

Euro cheque

If you wish to be paid by bank transfer someone from the CiCe office will be in touch to confirm your bank details.

If you wish to be paid by cheque this will be sent to your University address (as given in the CiCe4 bid). If you would like the cheque to be sent to a different address (e.g. your home) please write the address below:

Please send to my home address:

3 Ivy Gardens

Hitchin

Hertfordshire

SG5 1 AW

UK