



ARTP

Travel Expenses Guidelines for Speakers

Policy Version:	1
Policy Issue Date:	February 2017
Next Review Date:	February 2020

Speakers and chairs attending an ARTP annual conference are eligible to apply for reimbursement of travel & subsistence expenses within the following limits:

Travel Expenses

Any expense claims that total more than £150 must be pre-approved by the ARTP Events Chair.

Public Transport Expenses

First class travel is not payable to claimants. Claimants must bear the cost of these themselves as reimbursement by ARTP is for the cost of **standard-class fares only**. Claimants wishing to travel by first class may have the standard fare reimbursed but must supply the equivalent travel quote for the same date for the same journey.

Private Transport

Mileage may be reimbursed for direct travel from your home to the conference location and your return journey as below.

Mileage

Vehicle Used	Expenses claimable per mile
Cars & Vans	45p
Motorcycle	24p
Cycles	20p
Additional passenger	5p

Car hire

Private car hire will need pre-approval, but will be authorised for cases where public transport alternative costs are greater.

Airfare:

Economy only. ARTP are happy to book this for you if required.

Other Travel - to be claimed on actuals:

Parking (based on complimentary nights only)

Tube, Taxi, Bus, Metro fares

(Please note the most economic choice for travel should be made e.g. tubes should be taken where possible rather than taxis)

N.B Please provide VAT receipts for all journeys made.

Please submit your expense claim including all receipts after conference, together with the required approval for pre-booked costs, to:

ARTP, c/o Executive Business Support Ltd
City Wharf
Davidson Road
Lichfield
Staffordshire
WS14 9DZ

Email: conference@artp.org.uk

Reimbursement requests MUST be received no later than 30 days following the conference.