

# Expenses Policy for the PSA - 2024

## Summary

Financial controls are essential in any organisation. The flexibility and authority to make decisions at the moment they are needed also allow an organisation to be agile and adaptive. This policy is intended to provide a balance between these two elements.

This document provides details of spending limits and aggregate annual limits on spending that can be made by a single director (and some other roles with the PSA) without pre-authorisation. Invoices/receipts must be submitted for reimbursement. An authorising director must sign off any other expenditure or spend over these limits in advance.

Larger projects that cross multiple disciplines and higher value spending require the sign-off of at least one other director, usually the Finance Director, Chair or Chair-elect (“authorising directors”).

Where there is the possibility of the perception of a conflict of interest (for example, if an award or contract is being issued to a personal friend or where there is a personal relationship), then an authorising director without that conflict (or a quorum (5 directors or more) of the board if an authorising director is not available) must also approve the expenditure even if it is below the limits shown.

**We are accountable for our finances to our members, and we should only incur expenses in their interest. These are limits, not targets.**

## Overarching Limits

No director can spend more than £2,000 in a single transaction or £3,500 in aggregate without oversight from another director; lower limits apply to some roles.

**Full board** approval must be **given and minuted** for any expenditure of more than £10,000 or aggregate expenditure in 12 months with a single supplier of over £15,000.

## Specific Allowances and limits

Role	Purpose	Limit
Chair	Project Support - Can approve expenditure up to the limit for any board-approved project without reference to the board in advance.	£1,000 per project. £3,000 aggregate per annum
	Conference Support - Can approve additional expenditure for any purpose at any national conference without seeking prior approval.	Up to £2,000 per conference.
	Entertainment - When promoting or acting within the remit of the role.	£300 per occasion, £3,000 aggregate per annum
National President	Overseas Conferences - provides for travel accommodation and subsistence support.	Up to £3,000 per annum to attend other associations' national conference(s) during the period of office.
	National Conference and regional events - Personal expenses as detailed below.	Travel, accommodation and tickets to PSA UKI conferences (Speaking Business Summit and Impact!) plus one free ticket for the Speaking Business Summit in each of the following five years.  Travel, Accommodation and tickets for regional meetings during the period of office up to an aggregate maximum of £1,500.
	Entertainment - When promoting or acting within the remit of the role.	£250 per occasion, £2,500 aggregate per annum
Foundation Director	Member hardship	Meet the cost of membership or make grants/loans/gifts from foundation funds up to £500 by discretion per case.

Director of Regions	<p>Travel and sustenance to attend regional meetings.</p> <p>Including a free place ticket according to the free places policy.</p>	Up to £1,500 per year.
All Directors	Travel and sustenance to attend board meetings.	See personal expenses below
	Incidental and discretionary expenses as required by the role incurred without pre-approval.	£225 per occasion, £1,100 in aggregate per annum
	Regional meetings attended in your capacity as a member of the PSA.	<p>£10 discount from the current member price when attending any regional meeting.</p> <p>See also <a href="#">free places policy</a></p>
	National Conferences	Directors will be eligible for the lowest-priced tickets for the event, <b>They do not need to pay a deposit.</b>
	Other expenses.	Other expenses in connection with the role beyond those detailed above will be advised from time to time, or by exception when requested and approved in advance of the expenditure.
Head Office (Sara-Beth)	Incidental and discretionary expenses where necessary to undertake or support the work required.	Up to £225 per occasion and £1,100 in aggregate.
Regional Presidents (including Fellows)	Speaker Gifts	<p>Up to £12.50 for a gift to the main speaker(s), up to a maximum of £25 per event if the event is less than 4 hours or £50 if it is longer.</p> <p><b>Using the Amazon Account and selecting PayByInvoice is preferred.</b></p>
	Free Tickets	As defined by the <a href="#">free places policy</a>

## Personal Expenses

Personal expenses can be claimed for travel, accommodation and sustenance expenses when on some PSA business. To avoid doubt, that will only apply to PSA Board meetings held on a standalone basis (i.e. not as part of a larger event such as the annual conference) requiring the director's presence. It will not apply to attending regional events except for the National President, who receives additional expenses related to that role.

Standard class travel or equivalent can be claimed. Sustenance must be reasonable and not include alcoholic beverages. Mileage can be claimed when public transport is unavailable or is unsuitable at no more than £0.45/mile. **In line with HMRC rules, this rate applies regardless of the fuel type, Petrol, Diesel or Electric. VAT elements are more complicated, and vary depending on Fuel and engine size. Please check [here](#) what to claim.**

### **Important VAT note:**

Expenses claimed by a VAT registered business are on a disbursement basis. Therefore, you must provide valid VAT receipts rather than invoice for additional VAT. Your business cannot recover the VAT element of those costs, and you should record the expense as 'No VAT.' The PSA will repay valid disbursements in full.

The PSA will recover the VAT element of your expenses. For example, if a director is required to stay overnight at a hotel that invoices your business for £120 inc VAT - You would claim £120 from the PSA with no VAT recovery in the director's business, and the PSA would reclaim the VAT (£20) within their VAT return.

Last reviewed: 12/01/2024