EXPENSES CLAIM FORM

- *Claims must be made within 3 months of the costs being incurred with scanned copy receipts.*
- *Claims will only be settled following the completion of Conflicts of interest form (given to all speakers)*
- *Claims will not be accepted after 3 months of the related course date.*

Name	J Millard
Address	

Bank name	
Name on account	
Sort code	
Account number	

Date of expense	Details	Amount	Receipt attached or explanation if no receipt
	Total:		

Signature:

Date:

PLEASE READ THE FULL EXPENSES POLICY PN PAGE 2 & 3.

Expenses claimed without receipts will be honoured at BOFAS's discretion and may be declined.

Your assistance in keeping BOFAS's costs as low as possible is greatly appreciated.

Office Use only: Authorised by: BOFAS COO / BOFAS TREASURER

Signature: (BOFAS COO/ TREASURER)

Date:

British Orthopaedic Foot and Ankle Society (BOFAS)
Expenses Policy (February 2026)

Purpose
This policy sets out the principles and rules governing the reimbursement of expenses incurred on behalf of the British Orthopaedic Foot and Ankle Society (BOFAS). As BOFAS is a charitable organisation, all expenditure must represent good value, be reasonable, and be wholly, necessarily, and exclusively incurred for BOFAS business.

Scope
This policy applies to all BOFAS officers, committee members, faculty, employees, contractors, and volunteers who incur expenses while carrying out authorised BOFAS activities.

General Principles
- Expenses must be reasonable, proportionate, and appropriate.
- BOFAS funds must be used prudently and economically.
- Costs should be minimised and booked in advance wherever possible.
- All expenses are reimbursed at the discretion of BOFAS.
- Receipts must be provided for all claims.

Approval and Booking
- Travel and accommodation should be booked in advance.
- Hotel accommodation should be booked by BOFAS administration or approved in advance.
- Reimbursement is not guaranteed where prior approval was required but not obtained.

Travel Expenses
Standard class travel is encouraged. First class travel may be booked and the equivalent standard class fare claimed (claim supported by evidence of standard class fare). Advance tickets should be used wherever possible.
Private car use may be reimbursed at HMRC rates (45p/mile)
Economy flights only will be reimbursed, advanced booking is encouraged.
Taxi use should be reasonable and not routine and does not include tips

Accommodation
Accommodation must be modest and good value (e.g. 3*)
Upgrades, minibar items, and movies are not reimbursable.

Meals and Subsistence
Meals may be claimed where appropriate and must be reasonable (a guide maximum of £25/day) and do not include tips.

Alcohol is not reimbursable without prior approval (e.g. entertainment of invited BOFAS guests)

Other Expenses
Other necessary business expenses may be reimbursed with approval.
Personal expenses are not reimbursable.

Claims Process

Claims should be submitted promptly with receipts using the form on page 1.
BOFAS may request additional information.

Discretion

All expenses are reimbursed at the discretion of BOFAS.
Non-compliant expenses may be declined.

Review

This policy will be reviewed periodically and amended as necessary.