

AKU Society Reimbursement Claim Procedures

This reimbursement policy was developed:

- To allow the AKU Society to manage its accounts with foresight and care.
- To ensure that reimbursement claims are efficiently processed.
- Expenses are exclusively reimbursed for performing AKU Society duties or upon an invitation by the AKU Society.

Please consider the following when addressing a claim to the AKU Society:

1. Complete the 'AKU Society reimbursement claim form'. **Corresponding invoices or receipts must be attached to support the claim.**
2. Ensure that your bank details have been written correctly on the form.
3. Send your request for reimbursement **within one month of an event**. Should you need assistance, please send an email to nick@akusociety.org
4. The AKU Society will reimburse eligible expenses **within one month** of the claim being submitted.
5. Claimants are required to convert their own amounts from local currencies into GBP themselves.

About your claim:

- a. There must be one claim form per event, please do not group forms together for separate events.
- b. The claim form is individual: please fill one form per person.
- c. All claim forms are subject to approval by the AKU Society.

About your expenses claimed:

- a. Travel by plane is reimbursed on the basis of economy class. Advanced booking is highly recommended, and low cost airline tickets are preferable.
- b. Travel by train is reimbursed to the amount equivalent to a 2nd class train ticket.
- c. Travel by car is reimbursed at 0.45p/mile when the car is the most economical transport means.
- d. Except for people with disabilities, or group trips with multiple attendees, it is recommended not to use taxis. If you use a taxi, please justify this in your reimbursement claim form.
- e. Hotel accommodation will be provided by the AKU Society. If you choose to stay in another hotel, the AKU Society will not be able to reimburse you.
 - a. All other expenses (e.g. mini bar, telephone, laundry, e-mail) are not covered by the AKU Society.
 - b. The number of hotel nights provided by the AKU Society depends on the duration of the event. Extra nights are not reimbursed.
- f. Meals will be provided by the AKU Society during the hours of the event. Meals are not reimbursed outside of these hours outside of special invitation from the AKU Society.