Travel

Wherever practicable, public transport should be used. Rail travel should be in standard class, using the cheapest available ticket. Air travel is permitted for overseas trips and for long-distance UK travel (for instance Scotland to Birmingham). However, with such considerable variation in fares, members are requested to make every reasonable effort to find, and use, the cheapest fare. If car travel is used when there is a practicable alternative, the rail fare is to be claimed. Where it is not practicable to use public transport, car mileage at 40p/mile may be claimed, as may parking fees. If two or more people are being transported on Society business car mileage at 40p/mile, together with parking fees, may be claimed in all cases. Taxis should only be used for short journeys and should not be used where there is a reasonable alternative.

Subsistence

Where the period away on Society business is for no more than eleven hours, the cost of light refreshments may be claimed. Where the period away exceeds eleven hours or extends into the late evening, a meal (maximum £15) may be claimed in addition. The cost of alcoholic drinks may not be claimed. If an overnight stay is necessary reasonable costs of bed and breakfast may be claimed. Budget hotels such as Travelodge, or university accommodation, should be used whenever feasible.