



OR in Schools – Expenses Policy

The OR Society will reimburse the costs incurred by any individual who is volunteering on behalf of The OR Society for the OR in Schools initiative in accordance with the guidelines below.

Travel Expenses

Wherever practicable, public transport should be used (such as train, bus etc.). Rail travel should be in standard class, using the cheapest available ticket. Volunteers are requested to make every reasonable effort to find and use the cheapest fare (e.g. booking advance tickets that are off peak etc.).

If rail travel is not practical, a car may be used instead and mileage at 45p/mile may be claimed, along with any parking fees. If two or more people are being transported on Society business, car mileage (at 45p/mile together with car parking fees) may only be claimed once by the individual driving. If the journey is likely to be longer than 50 miles each way, please seek approval in advance (see below).

In the following situations, additional approval prior to the event is required:

- Air travel required for overseas trips and for long-distance UK travel (for instance Scotland to London) should be approved in advance.
- If a taxi is required for a specific reason (such as remote area, large equipment etc.), please seek approval in advance.
- If the total costs of travel expenses is likely to be more than £75, please seek approval in advance.

Food Expenses

The OR Society will reimburse costs for subsistence / meals where necessary, provided a visit is longer than four hours in duration and food is not provided. The value that can be reimbursed is £10.00 per person, for each four consecutive hours a volunteer is on Society business.

Overnight Accommodation

The OR Society will reimburse costs for accommodation, however you should seek written approval from The OR Society's Education Officer beforehand. The appropriateness of incurring these expenses is assessed on a case by case basis in accordance with the following guidelines:

Overnight accommodation and subsistence (breakfast and/or evening meal) will be reimbursed where a volunteer lives more than four hours away or when same-day travel would otherwise be during unsociable hours (before 06:00 or after 21:00). Volunteers are requested to make every reasonable effort to find a standard room at the cheapest price possible and sometimes The OR Society will book the room for the volunteer. The society will not reimburse any



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additional costs or charges associated with accommodation, such as room service, the use of additional facilities or late check-out.

All receipts and tickets should be retained and submitted to The OR Society's Education Officer along with a completed claim form and also a completed feedback form. Please submit your claim within three months of incurring the costs.

Email the completed expenses form to:
schools@theorsociety.com