



OR in Education Expenses Policy

The OR Society will reimburse the costs incurred by OR in Education volunteers in accordance with the guidelines below.

Travel Expenses

Wherever practicable, public transport should be used. Volunteers are asked to make every reasonable effort to find and use the cheapest fare (e.g. travelling standard class, booking advance or off peak tickets etc.). If rail travel is not practical, a car may be used. Mileage can be claimed at 45p/mile, along with any parking fees. Mileage may only be claimed once regardless of any additional passengers.

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

- If traveling by car and the round-trip journey is likely to be over 100 miles.
- If air travel is required for overseas trips or long-distance UK travel.
- If a taxi is required for a specific reason (such as remote area, large equipment etc.).
- If the total costs of travel expenses is likely to be more than £75.

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 per person for each four consecutive hours a volunteer is on society business.

Overnight Accommodation

Please seek written approval from The OR Society's Education Officer before booking overnight accommodation as this is assessed on a case by case basis. Typically, 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 asked to make every reasonable effort to find a standard room at the cheapest price possible. The OR Society will not reimburse any 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 expenses claim form and a completed feedback form. Please submit your claim within three months of incurring the costs.

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