



ELRIG Speaker Expenses Policy

Who we would expect to claim:

- Speakers invited by ELRIG to present at an ELRIG Conference
- We will pay for travel + accommodation for speakers from academic or non-commercial institutions, who cannot reasonably expect their employer to pay for them. We will book and pay for your accommodation directly.

ELRIG is a not-for-profit organisation, and we run our events on a tight budget. If your attendance at the event is likely to mean a substantial expense claim, please discuss it with us beforehand, so we can plan and budget for it. Thankyou.

1/ Travel: Air

ELRIG will pay for an economy ticket where this has been agreed by the ELRIG Board, Event session Chair or [the ELRIG General Manager](#).

- As a “not for profit” organisation, we are not in a financial position to support business or first-class fares.

2/ Travel: Rail or other Public Transport

ELRIG will pay for a Second Class or Economy ticket. If you book well in advance and can secure a good price for first class travel, we will accept this.

3/ Travel - Taxis

Please get a receipt for your journey.

4/ Hotels: accommodation

Where it has been agreed that ELRIG will pay for accommodation, this will be paid directly by ELRIG. You should not pay for your accommodation yourself: if you are asked to do so by the hotel, please refer to one of the ELRIG organisers.

5/ Hotels: extras

Any hotel extras are your own responsibility.

This includes but is not limited to meals, bar bills, telephone calls etc. You should settle these directly with the hotel.

6/ Any additional out-of-pocket expenses

Any other expenses directly related to attending the event and relevant to fulfilling your role as a speaker will be reimbursed against a valid receipt & claim form.



7/ Currency

Our currency base is UK £ Sterling.

We may reimburse you in other currencies if requested, but our reference on exchange rates will be HSBC Bank exchange rate quoted on the day of payment.

8/ VAT (value added tax)

You will pay VAT on goods and services subject to tax within the UK, so the VAT should be shown and claimed on your form. Please provide scans of the receipts so we can process and claim it back

Submission of claims:

Please complete the Excel claim form and sent to tara.shanks@elrig.org

Reimbursement will be made by Direct Bank Transfer Please provide:

- bank name
- sort code
- account number
- BACS or IBAN number

If you require any further information please do not hesitate to contact me.

Regards

Tara Shanks

Events Manager
ELRIG UK Limited
07484 113971