



Policy
Miscellaneous Finance
Version: 9

Summary:	This document details the Institute of Fire Safety Managers (IFSM) finance policy covering miscellaneous expenses and expenditures.	
Target Audience:	All Staff, Directors, and Council	
Next Review Date:	May 2027	
Approved by:	Management Team	18/11/2024
Ratified by:	Council	30/03/2022
Date issued:	February 2020	

1. Purpose of the document

This policy and procedure document, enacted under the Institute's by-laws, sets out the rules and regulations for miscellaneous finance, including expenses and expenditures for staff and council members.

2. Presidents Regalia

Blank bars are provided for the President's Regalia and Chain of Office. The Institute is responsible for purchasing additional bars as and when required.

Before the end of their term of office, each President is responsible for having their name engraved on one of the blank bars affixed to the chain of Office. The costs of engraving will be borne personally by the president.

3. Travel and Subsistence Expenses

Those on Institute business are entitled to claim back all necessary expenditure limits set and agreed upon by Council. Claims should be made within one month of incurring the expense using the IFSM Expenses Claim Form; all receipts must be included before payment can be made.

3.1. Hotel, evening meal and breakfast

All Council members are issued Premier Inn account cards, which should be used whenever possible. Where a Premier Inn is not within reasonable proximity, a hotel room of similar standard should be booked; where this is not possible, approval should be sought from the Business Manager or the Chair.

Council members are responsible for booking their own accommodation unless instructed otherwise. Wherever possible a flexible booking should be made in case of cancellation.

Hotel bookings made by the IFSM office on behalf of council members must adhere to the cancellation policies set forth by the respective hotels or be cancelled over one week before the event. If cancellations fall outside the terms stipulated by the hotel, any resulting charges shall be borne by the individual council member. Council members must diligently communicate any changes to their accommodation requirements to the IFSM office, ensuring compliance with hotel policies and minimising any associated financial implications.

In some cases, a friend or relative may live near a venue, and staying with them may be preferred over staying at a hotel. The Institute will pay £25 per night for an overnight stay in these instances.

3.2. Meals and out-of-pocket expenses

All reasonable expenses may be claimed, but relevant receipts must accompany any claim. Council members may also claim back reasonable costs for any legitimate 'entertainment' expenses incurred whilst on Institute business.

3.3. Per Diem Payments

Alternatively, a pre-agreed per diem allowance may be issued before travel. In these instances, usually involving international travel, the GOV.UK webpage giving guidance on expense rates for employees travelling outside the UK will be used to calculate the 'scale rate payment'. The amount issued will vary by destination and the identified subsistence type needed for the arrangements of that trip. Sustenance may be paid by duration, i.e. 5 hours, 10 hours or 24-hour rate plus accommodation. Or by sustenance type, i.e., breakfast, lunch, dinner, other drinks, transport, and accommodation.

3.4. Mileage, travel, and associated expenses

Staff and council members will be paid the equivalent business mileage rate whilst travelling on Institute business. At present, this is set at **45p per mile** plus **5p per mile** per passenger within the vehicle who is also on Institute business. To claim mileage the Institute will require evidence of a driving licence and vehicle insurance covering business travel.

Employees traveling from home to a work-related destination (other than the office) will be reimbursed for their mileage, minus the distance between their home and the office. Similarly, for return trips from a work destination to home, mileage reimbursement will be provided after deducting the distance from the office to their home.

Train, air, and similar fares involving up to six hours of travel time on a single mode of transport will be paid at the most economical rate (economy class), although it is recognised that some members may be able to acquire cheaper fares for differing classes of travel through rail cards, etc. Where travel time exceeds six hours on a single mode of transport, business class will be permitted.

For this section, Institute business means attendance by staff, Council, Directors, or Vice Presidents on any official committee, event, or meeting in which the Institute is represented or is participating. This also includes Council Meetings, Technical Meetings, or any other official meetings of the Institute. Where there is any doubt or ambiguity, approval should be sought from the Business Manager or the Chair.

The agreed philosophy is that those concerned will ensure that all expenses incurred are within the limits set out by this policy document.

4. Honorarium Payments

Ex gratia payments may be made as authorised by Council.

The role of Council is voluntary, and it is expected as a minimum that all those elected will take an active part in all Council activities, including but not restricted to representing the Institute, attending meetings, working on projects, etc. There may be instances, however, where time, skills and knowledge should be recognised, not only by Council but by staff, members, and friends of the Institute. Council will recognise those deserving and, if funds allow, may award an agreed honorarium amount.

These payments are non-contractual, and there should be no expectation of future costs based on historical payments.

5. Trivial Expenditure

The Chair of Council authorises the Business Manager and the Business Development Manager to expend up to a maximum of £500 at any one time without reference to the Chair.

The Chair of Council authorises the Office Manager to expend at any one time up to a maximum of £200 on stocked consumable items.

6. Extraneous Expenditure by Members of Council

From time to time, Council members may pay for activities, articles, goods, etc., which may be of benefit or linked to the Institute's activities. One example of this would be attendance at a course, paid for wholly by Council member, but the benefits can be used for the Institute's business. Where a Council member feels this is the case, they should submit a paper to the next Council meeting outlining their claim, and Council will decide on each claim.

7. Chair and President Fund

The President and Chair are granted £2500 each for Institute-related business. They also have the option of increasing this fund by seeking sponsorship.

7.1. Fund Management

The fund is kept within one business account and is managed internally by IFSM staff to ensure impartiality. The Chair and President both should receive quarterly fund summaries to ensure no overspending.

7.2. Fund Transfer Conditions

Transferable, in this context, refers to the fund's ability to be passed on to the next elected President/Chair in the event of a change in personnel, such as a new chair being elected. The fund is entirely transferable under the following conditions:

- The Chair or President is re-elected into the same role.

- The Chair or President is re-elected into another role (i.e., the Chair becomes President).

The fund will only be partially transferred if the above conditions are not met. Only a portion of the fund, up to a predefined cap (**£2000.00**), will be transferred to newly elected personnel who do not meet the above criteria. The Institute will retain any amount exceeding this cap to support ongoing initiatives and ensure financial stability.

The agreed philosophy is that those newly elected as Chair or President will be encouraged to seek sponsorship to increase their funds.

Version Control

Change Record

Date	Author	Version	Page	Reason for Change
30/03/22	H Hilton	2	All	Updated format, changed BSM to BM, added refund details for events.
05/12/23	H Hilton	3	3	Honorarium section added
20/03/23	H Hilton	4	2 & 3	Travel and Subsistence Expenses amended to include anyone on Institute business. Added one month time frame to submit expense form. Added option of staying with a friend or relative. Removed President as someone to get permission from.
07/12/23	H Hilton	5	5	PF012 changed to 021A. Business Manager & Business Support Manager - Trivial Expenditure changed to Business Development Manager and increased from £200 to £500. Details of Chair and President Fund added. (26/06/23)
29/01/24	H Hilton	6	3 & 5	Travel and Subsistence Expenses section updated to include Per diem payments and class of travel details. Trivial Expenditure section has been updated to include Office Manager.
20/02/24	R King	7	2	Hotel cancellation terms added for council members.
17/05/24	R King	8	All	Re-formatted. Event section removed & transferred to Sale of Goods Policy. Further details on transfer of President and Chair Funds added. Fund amount updated. License & insurance requirement added in 3.4 milage section.
18/11/24	H Hilton	9	2 & 3	Additional details regarding milage from home for staff. Added flexibility option should be used when booking hotels.

Reviewers/contributors

Name	Position	Version Reviewed & Date
H Hilton	Business Manager	V2 – 30/03/22
H Hilton, R King, D White	Management Team	V8 – 17/05/24