

# COPE Expenses Policy

**updated March 2016**

The Committee on Publication Ethics will reimburse reasonable business expenses that Council members and other invited guests of COPE wholly, exclusively and necessarily incur in the performance of their work for COPE under the following principles:

- COPE's business activities conform to relevant law and high ethical standards.
- When claiming expenses, COPE expects you to exercise the same degree of sound judgment you would for any other business or personal expenditure. It is your responsibility to comply with appropriate tax regulations, and to keep detailed, accurate records of expenses backed up with appropriate original receipts. Please remember first and foremost, we are a charity.

1. All expenses related to COPE business should in the first instance be paid by the Council member's employer on the basis that COPE business is an extension of editorial duties.
2. If the Council member is not an editor or is not employed by a publisher, then their employer should still be approached for expenses in the first instance.
3. If the Council member is self-employed, retired or cannot have their expenses met, then expenses will be paid under the guidelines below.

## ***COPE members attending external meetings and conferences***

- If a COPE Council member is invited to attend a conference or meeting on behalf of COPE (in particular, to give a presentation), the organisers of such meeting shall pay all expenses related to the member's travel and accommodation. If the organisers are not willing to pay these costs, then the Treasurer, in liaison with the COPE Officers, shall decide if the attendance of the member is necessary for the benefit of COPE.
- If a COPE Council member wishes to attend a conference or meeting on behalf of COPE, then the Treasurer, in liaison with the COPE Officers, shall decide if the attendance of the member is necessary for the benefit of COPE.

## ***COPE's invited guests***

Occasionally, COPE invites guests to present at the Annual Seminar or to present at or host extraordinary meetings. Expenses for guests will be reimbursed under the same principles and guidelines as for Council members.

## ***COPE members attending annual residential meeting (incorporating Council, Subcommittee and Strategy meetings) or a COPE Seminar***

If the Council Member cannot have their expenses met then COPE will pay all expenses under the principles outlined below.

### ***Air travel***

COPE will reimburse the lowest practical fare. Members and guests are expected to take this fare whenever possible. All flights should be economy class. If you wish to travel in a class other than economy, COPE will pay the economy fare only, you will need to pay the difference.

### ***Rail travel***

All rail travel must be second class.

### ***Taxis***

The cost of taxis to or from meetings, hotels, airports, or railway stations in connection with COPE business will be reimbursed. However, in the first instance, if available and practicable, public transport must be used.

### ***Parking fees and tolls***

Parking fees and tolls are reimbursed where applicable. Fines incurred as a result of driving or parking offences are not reimbursed.

### ***Accommodation***

You will be reimbursed for accommodation in a hotel suitable for business travel at the lowest rate available. COPE will not reimburse hotel rooms charged at over £150 per night except under exceptional circumstances. Approximately one month prior to a COPE meeting, the COPE Administrator will recommend a hotel(s) suitable for that location and at the best price. Prices of hotels in London can fluctuate widely, and you should book as far in advance as possible. If you wish to stay in a different hotel that costs more than £150 per night, you must pay the difference.

### ***Meals***

Subsistence expenses can include the cost of a meal when an overnight stay is necessary, the cost of a reasonable level of refreshments (both alcoholic and non-alcoholic) with the meal and refreshments such as tea, coffee and soft drinks taken between meals.

Where the travel does not involve an overnight stay a reasonable level of snacks and refreshments will be allowed. A reasonable level is classed as no more than £10 for lunch, a further £25 for dinner is allowed if unsocial hours are worked (i.e. after 9pm).

### ***Incremental expenses***

While staying away from home on COPE business, COPE will reimburse additional incidental expenses of a personal nature up to the limits given below. Examples of allowable items are newspapers, laundry and home telephone calls. Items such as toiletries and in-room entertainment are not deemed reasonable and will not be reimbursed. The maximum amounts of incidental overnight expenses are: £5 for overnight stays within the UK; £10 for overnight stays outside the UK. These amounts are worked out as an average per night when there is more than one consecutive night away.

Other travel expenses that are reimbursable, provided they are incurred for a valid business reason, include: baggage checking fees, excess baggage charges (except those incurred for personal reasons) and reasonable tips.

### ***Motor expenses***

When using a private car the allowable rates per mile are: 40p per mile up to 150 miles in one trip; 25p per mile over 150 miles in one trip. However, in the first instance, if available and practicable, the most economical form of transport to and from meetings should be used.

### ***EXPENSES NOT REIMBURSED BY COPE***

Expenses not directly related to the conduct of COPE business will not be reimbursed. Examples of such items are: hairdresser, shoe-cleaning, fines, traffic or parking offences; special room services, such as saunas, steam bath, in-room movie rentals, etc; 'no show' charges for guaranteed room reservations; and line rental and private calls.

This list is not exhaustive. The Treasurer will review each item on the Expense Report to determine whether it was a necessary business expense.

COPE will not reimburse any interest on credit cards, whether or not this card is used solely for COPE expenditure.

### ***COMPLETING YOUR EXPENSE REPORT***

All expenses must be met by the Council member or guest of COPE and reclaimed by providing original receipts and a correctly completed expenses form (scanned copies are accepted, but original receipts must be retained). In exceptional circumstances at the discretion of the Treasurer, payment may be advanced for meeting registration fees to secure a place.

COPE may refuse to refund expenses that do not comply with requirements or fail to provide the required supporting documentation. Expense claim forms submitted more than six months after the expense was incurred may be delayed.

Expenses should be submitted on an Expense Report. Please note that credit card bills and vouchers are not acceptable as receipts. Please number your receipts, attach them in numerical order to your Expense Report, and ensure they correspond with the numbers written on the Expense Report. To simplify checking, write on the bill any gratuities given so that the total will agree with the amount claimed.

Please use a separate expense sheet for each foreign currency. Please name the currency, and translate your expenses into £ sterling at the exchange rate prevailing during the business trip.