



UK & Ireland
Art Libraries Society

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UK registered charity no.1048642

Expenses Policy

Applies to: Officers, Trustees, Council members, Committee members, Conference Working Party members, and other approved representatives.

1. Purpose

This policy sets out the principles, limits, and approval requirements governing the reimbursement of expenses incurred on approved ARLIS UK & Ireland activities. It should be read in conjunction with Section 6 (Finance and Expenses) of the ARLIS Administrative Handbook.

2. Core Principles

Employer responsibility

In the first instance, members' employers should meet the costs associated with ARLIS duties wherever possible. ARLIS financial support is intended to supplement, not routinely replace, employer funding.

Access and inclusion

ARLIS recognises that unreimbursed costs may present barriers to participation. Financial support may therefore be approved where lack of funding would otherwise prevent engagement to the detriment of the Society.

Accountability

All expenses are subject to nominal caps, event-specific allocations, and the overall annual budget approved by Council. A contingency fund is maintained to manage exceptional cases.

Approval

Expenses must be approved in advance where required by this policy, particularly where claims exceed nominal caps or involve in person attendance at meetings normally held online.

3. Eligibility

The following individuals may apply for reimbursement, subject to approval under this policy:

- Officers and Trustees
- Elected Council members
- Committee and Working Party members (including the Conference Working Party)
- Other individuals formally authorised to represent ARLIS, for example, scholarship panel members.

Eligibility to claim does not constitute an entitlement to reimbursement.

4. Nominal Caps

Nominal caps represent maximum guideline amounts and are not automatic entitlements. Claims may be approved in full, in part, or declined depending on circumstances and budget availability.

4.1 Annual General Meeting (AGM)

- Overall AGM expenses budget: £1,000 (set annually)
- Individual nominal cap: £300 (travel only)

4.2 Council and Officer meetings

- Meetings are normally held online
- Nominal cap for approved in-person attendance: £300 per meeting

4.3 Annual Conference (UK & Ireland)

- Indicative individual travel cap: £200
- Indicative accommodation caps (per night): £120 (London) / £100 (elsewhere)
- Support is managed within the overall conference allocation

4.4 ARLIS/NA Conference (Chair or representative)

- Indicative total cost range: £1,000–£1,500
- Subject to affordability review and Council approval

5. Approved Expense Types

5.1 Travel

Public transport should be used wherever possible at the cheapest appropriate fare. Car travel may be claimed only where unavoidable or demonstrably the most practical option, at the following rates:

- 45p per mile for the first 10,000 miles
- 25p per mile thereafter

5.2 Subsistence and accommodation

Where overnight accommodation is essential and approved, the following maximum rates apply:

- Breakfast £10
- Lunch £15
- Evening meal £30

- Overnight B&B: £120 (London) / £100 (elsewhere)

5.3 Miscellaneous expenses

Reasonable out-of-pocket costs incurred wholly and necessarily for ARLIS business may be reimbursed.

6. Approval and Governance

6.1 Claims within nominal caps will be approved through the standard process (see section 7).

6.2 Claims exceeding nominal caps require approval by the Honorary Treasurer and one additional Trustee, following a proposal and seconding procedure.

6.3 The Honorary Treasurer will provide a mid-year review of expenses to Officers and Council to support budget oversight and reallocation annually.

7. Claiming Expenses

All claims must:

- Be submitted using the approved ARLIS online expenses claim form.
- be accompanied by receipts for all items claimed. Please send to treasurer@arlis.net.
- Be submitted promptly following the expenditure

Expenses requiring prior approval will not be reimbursed where such approval has not been obtained.

8. Review and Amendments

This policy will be reviewed in line with annual budget planning and may be amended by Council to reflect changes in financial position, costs, or operational need.

Please contact treasurer@arlis.net if you have any queries.

Last Reviewed 3 April 2026