UK-AFI | UNITED KINGDOM ASSOCIATION OF FIRE INVESTIGATORS

United Kingdom Association of Fire Investigators

Spending Policy

UK-AFI UNITED KINGDOM ASSOCIATION OF FIRE INVESTIGATORS

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Policy outline

This spending policy outlines how UK-AFI reimburse people and organisations for association related spending. It explains the spending and reimbursement process, which expenses will or will not be reimbursed and guidelines for expense and agreed spending limits.

Scope

This policy applies to any person who may have cause to spend money on association related business, activities or products. UK-AFI will reimburse all reasonable association expenses and spending, after they are approved, in part or in full, depending on their alignment with this policy.

Included in the Scope are reasonable ATC and STC expenses for all Board members. This includes:

- The full registration fees for the relevant Annual Training Conferences and Summer Training Conferences.
- Reasonable and necessary travel costs associated with attendance at those conferences or planning meetings in relation to the conference, in accordance with the Association's approved expenses policy.
- Reasonable costs of planned accommodation and meals required for attendance at the conferences, subject to prior approval and the Association's agreed arrangements.

A candidate who is successfully elected (which includes someone appointed unopposed) to the UK-AFI Board of Directors at the AGM shall be entitled to the same Board member expenses.

A Board member who is serving their last term and is attending the AGM/ATC where they will cease to be on the Board at the AGM will have their normal expenses paid to the end of the ATC assuming they will be continuing to assist the Board in the delivery of the ATC to the end.

All expenditure shall remain subject to the Association's financial controls, expenses policy and any applicable approval procedures.

Proof of purchase

Reimbursement of expenses and authorised spending will only be considered if approval is gained from the Board prior to the purchase being made and were supported by a valid proof of purchase. In the event of an expense or spending being made without the prior approval of the board, no reimbursement will be made until the claim is raised at the next monthly board management meeting, to seek the reimbursement. In the event of claims being made without

the prior approval of the board the matter must be recorded in the meeting minutes during the monthly management meeting.

In the event of any purchase or spending being made and the purchaser not receiving or being able to produce a valid proof of purchase the matter must be raised at the next monthly management meeting for discussion. In the event of claims being made without a valid proof of purchase the matter must be recorded in the meeting minutes during the monthly board management meeting.

It is expected Board expenses will be submitted for reimbursement within 3 months of its creation.

Minimising spending

When people are travelling on official UK-AFI business the most cost-effective method of transport should always be utilised. The reimbursement of travelling expenses will be in strict accordance with the table in Appendix 1.

Rail tickets, wherever possible should be for defined travel times and dates and the option of open travel should be avoided where possible to minimise unnecessary spending. Travel expenses include any kind of transportation or accommodation expense that people make when going on UK-AFI business must be authorised by the board and in strict accordance with the table at Appendix 1.

Where possible, the UK-AFI will pay for travel expenses in advance or by way of invoice so that the individual does not have to carry an expense. Such expenses are normally discussed, agreed and approved in advance. In situations where travel expenses are not dealt with by the UK-AFI, the individual can submit travel claims using the below as a guide. However, there is expected to be situations where the claim falls outside the guide criteria which can be assessed on a case-by-case basis, for example when travelling overseas where costs may be higher.

Travel expenses when undertaking official UK-AFI business include:

- Road, Air, Train or Sea tickets or fares for other approved means of transport. This includes standard train far at peak, off-peak or super off-peak rates as applicable at the time of travel. If travel needs to be cancelled for a valid reason then the Association will pay for the cancellation fee.
- Parking fees or Toll charges.
- Mileage reimbursement in accordance with current HMRC guidelines at the time of travel (Distance to be audited against AA route planner, as required by UK-AFI).
- Overnight accommodation cost for overnight stays in accordance with Appendix 1.
- Reasonable meal expenses using the following as a guide: breakfast up to £15 unless at a hotel, lunch up to £20 and dinner up to £40 during business trips. The allowances are fully inclusive of non-alcoholic beverages.

Non-reimbursable expenses

UK-AFI won't reimburse the following expenses:

- Expenses made by any non-association member accompanying UK-AFI members or board directors on their travels
- Alcoholic beverages
- Unauthorised service upgrades to, for example, first class*
- Use of a peak standard fare when off-peak or super off-peak was available
- Personal activities (spas, museums, sightseeing, etc.)
- Personal products (gifts, clothes, etc.)
- Lost personal property (your travel insurance will cover these costs)
- Damages you might make to the services you use or locations you visit
- Any fines, for example while driving a company vehicle or your private vehicle
- Any other personal expenses incurred

This list is not exhaustive. If you are in doubt, please ask a member of the UK-AFI Board of Directors. In general, the rule is: only claim expenses made with the UK-AFIs best interests in mind and have been authorised prior to raising the expense. UK-AFI trust their members to make decisions that are in line with our associations interest.

*Advanced purchase train fares are often much cheaper but are limited to specific trains and are non-refundable. The Association will pay for reimbursable standard fare. If the Director finds a first class advanced fare is available for less than the standard fare then they must have proof of the fare difference and be responsible for any additional fees that may be incurred should the advanced fare purchase no longer apply (such as missing the booked train). Any additional costs are the responsibility of the Director in these circumstances.

Procedure

All expenses and spending should be authorised and within the agreed spending limits where it is reasonably possible. For official UK-AFI Ad-hoc spending, an expenses record must be completed prior to reimbursement. All reimbursement must be supported by a valid proof of purchase. The completed expenses claim form (Appendix 3), supported by a valid proof of purchase must be emailed to the director of administration for processing.

info@uk-afi.org

On occasion, claims for expenses or spending (whether authorised or not) may be referred to the next board management meeting for authorisation, scrutiny or validation. In the event of a claim being referred payments will be processed at the earliest opportunity. On all occasions, if requested, the claimant is required to provide additional information relating to the nature of each claim as required by the association.

On those occasions where reimbursement has been delayed awaiting authorisation the applicant will be kept informed.

Business gifts

It is quite common to provide gifts to people or partners with the goal of strengthening business relationships and as a show of appreciation of the work undertaken by people in supporting the objectives of the UK-AFI. However, no amount will be reimbursed for gifts unless prior approval has been granted by the UK-AFI Board of Directors. This decision will be recorded in the records of the monthly management meeting prior to processing any such claim.

Other expenses

UK-AFI want to provide all association volunteers with all things necessary to perform their roles within the association. However, UK-AFI will ***not*** reimburse the following expenses:

- Unauthorised business trips or unauthorised meetings with clients or partners
- Non-business related courses
- Personal trips or purchases
- Non authorised purchases, expenses or other.

This list is not exhaustive. Please ask the board of directors about reimbursable expenses if you are in doubt, before you submit a claim. In the event you go over the limits detailed in Appendix 1, you must cover the extra costs yourself.

Fraud

UK-AFI will continually strive to ensure that all its financial and administrative processes are carried out and reported honestly, accurately, transparently and accountably and that all decisions are taken objectively and free of personal interest.

We will not condone any behaviour that falls short of these principles. The UK-AFI will conduct random checks to ensure that all financial transactions are undertaken in accordance with the provisions of this policy.

All members of UK-AFI have a responsibility for putting these principles into practice and for confidentially reporting any known or perceived financial breaches.

Spending limits

From time to time, it is recognised that items will need to be purchased to support the continued operation of the association. However, any items not specified within Appendix 1 are considered to be ad-hoc expenses. To effectively manage such expenses, reasonable spending limits must be adhered to unless there is a valid reason to exceed the amount. As

with all purchases any claims for Ad-hoc expenses must be supported by a valid proof of purchase. The spending limits are contained within Appendix 2.

Appendix 1 Authorised expenses

Expense	Spending limit
Air travel (IAAI ITC attendance)*	Standard class fare for duration of event
Rail travel	Standard class fares
Car Mileage	Current HMRC rates at the time of travel
UK Hotel accomodation*	As approved by the board
Parking	Actual cost
Gifts	In accordance with Appendix 2
Breakfast**	£15; £20 for hotel
Lunch**	£20
Dinner**	£40
Travel Visa (IAAI ITC Only)	Applicable rates at the time of application (Presidents and foundation winners only)

*Not including conference accommodation costs
** Where not included in accommodation costs

Appendix 2 Spending limits

Claimant	Maximum spending limit Without prior approval
Member of the UK-AFI (regardless of level)	N/A
Director of Administration	£30
Board Director	£50
Combination of 2 Directors	£100
Executive Board Director	£250
Combination of 2 Directors / Executive	£350
Association President	£500
Combination of 2 Directors / Executive / President	£1000
Favourable vote by Board members, which are to be recorded in a decision record.	Specific items in excess of £1000

Appendix 3 Expense Claim Form v1.2 (2026)

International Association of Arson Investigators United Kingdom - Charity no. 1124789

UK-AFI Expenses Voucher

Name:	
Account Name:	
Sort Code:	
Account No.:	
Date submitted:	

For Admin Use Only	
Expense Ref:	
UK-AFI Event:	
Date Received:	
Date Paid:	
Total Claimed:	

Date	Details	Amount
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00

Date	Mileage Rate at		£0.55	Per Mile			
	From:		To:		Miles	0	£0.00
	From:		To:		Miles	0	£0.00
	From:		To:		Miles	0	£0.00
	From:		To:		Miles	0	£0.00
	From:		To:		Miles	0	£0.00
	From:		To:		Miles	0	£0.00
	From:		To:		Miles	0	£0.00
							£0.00 TOTAL

The UK-AFI Spending Policy outlines how UK-AFI reimburse people and organisations for association related spending. Mileage reimbursement in accordance with HMRC guidelines at the time of travel. The completed expenses expense claim form supported by a valid proof of purchase must be emailed to the Director of Administration for processing at info@uk-afi.org.

Signed by Claimant: _____ Date: _____

Authorised Signature: _____ Date: _____

Director of Admin: _____ Date: _____