

Understanding the Volunteer Travel and Subsistence Business Rule

What's new?

- Expenses will now be paid on a weekly basis.
- There is now a day rate and overnight rate for subsistence.
- No claims will be processed without a valid receipt, including parking without approval from the relevant SLT member.
- It's your responsibility to ensure you are covered to drive for IOSH on business.
- Air travel should only be used where video conferencing is not possible or practical.

What's different?

- The default class for long haul flights (longer than six hours in duration) is economy except for volunteers that are travelling to present at an event, workshop or committee on behalf of IOSH, in these circumstances' volunteers may travel by premium economy where available or business class where it is not available.
- For Board of Trustees and Presidential team - travel should be booked through a member of IOSH staff where practicable.
- Claims more than three months old will not be reimbursed, except in exceptional circumstances.