

Allowable expenses for Equals cards

January 2024

Welcome to your new Equals card! This card has an amount of money pre-loaded onto it for you as the designated lead activist to spend on furthering human rights campaigning in the areas and issues you cover.

You do not need to seek approval for expenditure on your card, but you will need to provide receipts for what you spend, and to ensure that expenditure relates to your human rights activism.

For example, you can use your card to pay for travel and accommodation yourself and others, to book a venue for an event, or to print leaflets or other materials for your campaigns. If you want to hold a Network conference-type event - or regional conference outside of the ones that are being supported by the Activism Events team - and your two annual away days (as per the 'Improved AIUK organising and events support 2024' plan), you will need to use this budget to do so and use the card to pay for all your costs.

No guidance can cover all cases. When making your decision you should consider the following:

- Keeping costs to a minimum
- Value for money
- Ethical and sustainable procurement

You should use your common sense deciding what expenditure you need to incur as part of your campaigning, but generally you should ask yourselves whether any expenditure incurred is justifiable and necessary.

Indicative accommodation and food rates excluding VAT

Hotels per night

Room only (London) 200

Room and breakfast (London) 210

Room only (outside London) 130

Room and breakfast (outside London) 140

Subsistence

Breakfast 10

Lunch 10

Evening Meal 25

Misuse of the cards

You should not use the card for any expenditure that would undermine the integrity or reputation of AIUK or bring it into disrepute. You must not use the card to pay for personal expenses, or to buy alcohol or illegal substances.

If there are any personal transactions made on these cards in error, or any expenses which are deemed not allowable, the funds must be returned to AIUK by the lead activist as soon as possible. They must inform the Community Organising team who will update the Finance team. Any missing receipts must be fully explained and the transaction individually signed off by the budget holder.

If there are repeated instances of personal transactions made using the card, non-allowable expenditure or missing receipts then the card will be cancelled. That network will return to the previous system of covering expenditure via expense claims or submitting invoices to AIUK for payment.

Proof of expenditure

You will need to provide receipts for all your expenditure on the card. We have created a simple system for you to upload these to a Sharepoint folder, see separate guidance. The Community Organising and Finance teams will monitor expenditure to ensure it is compliant with AIUK's charitable objectives.

All transactions will need a receipt so please remember to obtain one and upload it as soon as possible to the folder.