



The Association of Social Anthropologists of the UK and Commonwealth

Office: Treasurer

Email: treasurer@theasa.org

Web: www.theasa.org

Name: Lotte Hoek

ASA annual expense protocol

Background

In response to a series of requests for funding from the ASA from different individuals and organisations, it was agreed that the ASA requires an annual expense protocol, by which the committee adjudicates requests for financial support.

Recommendations

On the basis of the discussion at the ASA committee meeting on 13 December 2013, we agreed to have two separate sections of this protocol. The first section relates to expenditures incurred by members of the committee in the execution of their duties. The second relates to requests for funding from third parties. Alongside the reimbursement of committee member travel to ASA committee meetings, I recommend the amount of £1200 to be set aside to cover further costs across the two categories of expenses as laid-out below.

1. Committee member expenses

There are well-established conventions with regard to the expenses of committee members covered by the ASA. They are as follows:

Travel to two annual face-to-face committee meetings.

Committee members are reimbursed for their expenditure travelling to two annual Committee meetings to conduct ASA business. Travel should normally be in 'Economy' or 'Standard' Class. Travel by a committee member's own car will be reimbursed at current approved mileage rates set by the UK HMRC. Subsistence is not covered by the ASA but all efforts are made to provide committee members with lunch during meetings. Meetings will be scheduled at such times and places as to facilitate the return journey of each committee member on the day of the meeting.

Travel to Annual General Meeting

The Chair, Honorary Treasurer and Secretary of the committee are reimbursed for their expenditure travelling to the Annual General Meeting. Travel should normally be in 'Economy' or 'Standard' Class. Travel by a committee member's own car will be reimbursed at current approved mileage rates set by the UK HMRC. Subsistence is not covered by the ASA. Efforts will be made to organise one of the two annual face-to-face committee meetings alongside the AGM to facilitate the participation of all committee members in the AGM.

Travel to meetings in relation to the fulfilling of the committee members role within the UK.

This is travel outwith the committee meetings which is essential for the execution of tasks of the ASA officers. Annually up to **£400** will be allocated for all applications.

Travel to international events where ASA requires representation.

Given our limited finances, we will not make any finances available for international travel for ASA representation. Instead, we will endeavour to locate committee members or those who have previously served on the committee to represent the ASA at international events that they are already attending. If such a (former) committee member cannot be found, where possible we will entrust the representation to a member of the ASA who is attending and this member will be

instructed by the Chair to carry out the task of representing the ASA and reporting back to the committee.

2. Third party applications for financial support

In response to applications for financial support from a series of third parties, we agreed to set aside some money for such requests.

Given the end of year balance of around £20,000 over the last two years and our aim to not impair our reserves too severely, the ASA committee sets aside **£800** of financial support every year for third party applicants. This is advertised as 'incidental financial support' on our website and is intended for members who make a case with regards to the importance of funding for the execution of tasks that further the aims of the ASA. This fund has a rolling deadline, allowing applications to come in when required. When the finances are exhausted before the end of the ASA's financial year (December), this fund cannot be applied for until the next financial year. Each application can be for a maximum of £100.

Given the importance of ASA networks to the ASA's core task, **£400 of this amount** is set aside specifically for applicants from the networks and for the support of network activities.

Some examples of requests that could be supported through 'incidental financial support': ASA publications (rights to images, reproduction of maps etc, in particular with regard to the ASA monograph); network leader travel, coffee and cakes; travel to meeting where teaching prize is awarded for winner; etc.

Applicants will be asked to submit a statement detailing the purpose of the funds requested including a note about its importance in furthering the aims of the ASA; a breakdown of costs; information regarding other applications for support and a CV of the applicant.

It should be noted that student initiatives will not be considered by the ASA. As a professional organization, we are not the appropriate body to deal with such requests. Students should be encouraged to apply for funds from their own universities and the RAI. This also applies to associate members and joint ASA/RAI student fellows.

Adjudication

The applications for 'incidental financial support' and committee members' travel to non-ASA meetings will be adjudicated by the Chair and Treasurer as they come in on the basis of their importance in promoting the aims of the ASA in the case of the former, and their importance to the ASA's representation with regard to the latter. The Chair and Treasurer will forward their suggestion to the entire committee (either by email or during one of the committee meetings) for final decision by the committee.

Administration

While this protocol streamlines adjudication of applications for financial support, it might create additional administrative load for NomadIT. To avoid this, the relevant committee members will handle, as much as possible, the additional administrative work generated by this protocol for funding incidental financial support. I suggest the burden of these applications is initially carried by the Treasurer and in applications relating to network activities, the Networks Officer. This means that the sending of claims forms; the collection of receipts and the forwarding of filled up claims forms will be the responsibility of the Treasurer and the Networks Officer. The final claim will be sent to NomadIT, who will only be required to make the payments claimed.

Lotte Hoek
Honorary Treasurer