**VEEVE Payment of Professional Fees Policy**

Statement

This policy sets out Veeve’s procedures for the reimbursement of professional fees. It applies to all permanent employees. However the decision to reimburse fees is at the discretion of Veeve and is subject to a number of conditions.

Conditions of reimbursement

Reimbursement of professional fees will only be permitted in the following circumstances:-

* The professional body is included on the HMRC permitted list [www.hmrc.gov.uk/list3/](http://www.hmrc.gov.uk/list3/)
* Membership of the professional body is an essential requirement of the role and is included in the essential criteria of the employee’s job description
* No more than one professional subscription per individual, per year will be paid.

In circumstances where membership of a professional body is not an essential requirement of the role, but is desirable, a contribution may be paid.

Application for reimbursement

Subscriptions will be reimbursed in full where possible, provided the conditions above are fully met. Evidence of the fee must be provided together with a copy of the relevant part of HMRC’s approved list showing the name of the qualifying body. Claims by individuals for reimbursement of permitted professional subscriptions should be made via Veeve’s expenses procedures.

Applications should be submitted as soon as possible after the due date and only claims for the current year will be reimbursed.