

# UK Research and Innovation

## Professional Subscriptions Guidance

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### Guidance statement

UK Research and Innovation (UKRI) is committed to the continuous professional learning and development of our people, and to having skilled and professional people at the core of what we do. We recognise the many benefits of membership of professional bodies to individuals and to the UKRI.

UKRI will therefore cover the costs of an individual's professional subscription or membership fee where it is an essential requirement of their role, or is necessary to support the work they do.

This document provides guidance for line managers, employees and HR with regards to professional subscriptions or membership fees to professional bodies.

### Management Statement

UKRI is committed to supporting professional membership as part of the UKRI 'Employee Value Proposition' in becoming an employer of choice. In supporting professional memberships this demonstrates UKRI's aspiration to excellence in all areas of its work.

### Version Control

Version Number	Status	Revision Date	Author(s)	Summary of Changes
Draft 0.6			Yasmin Heckbarally	New Guidance

## PROFESSIONAL SUBSCRIPTIONS

### 1. Purpose:

- 1.1 This guidance applies to all UKRI employees and applies solely to professional subscriptions and membership fees paid to organisations recognised by HM Revenue Customs (HMRC) on its approved bodies list. Where fees are not paid through an institutional membership reimbursement should be claimed through the appropriate expenses system and must be accompanied by a valid receipt.
- 1.2 This guidance does not apply to agency workers or to contractors.

### 2. Eligibility Criteria:

- 2.1 To be eligible for reimbursement, employees must demonstrate some form of use of the professional membership that directly supports the performance of their duties or for learning or career enhancement purposes (e.g. completing a professional qualification, attending institute meetings, submitting papers, being a member of a professional networking group that derives benefit, willingness to act as a mentor to staff who are working towards full membership of the applicable institution where the institution scheme requires it) or is essential to carrying out the duties of the post.
- 2.2 In normal circumstances, only one professional subscription or membership fee will be paid per employee per year. Approval for payment for membership of more than one professional association will only be made in circumstances where the duties of the post span more than one professional discipline and are not covered by a single professional association.
- 2.3 Only membership on the [HMRC approved list](#) will be approved. For a membership not on the approved list, please consult your HR Business Partner.

### 3. Responsibilities:

- 3.1 Managers are responsible for:
  - 3.1.1 Ensuring that applications meet the eligibility criteria:
- 3.2 Employees are responsible for:
  - 3.2.1 Adhering to the requirements of this guidance and for ensuring that they provide the appropriate evidence in support of any application for reimbursement. All claims must be made through the appropriate expenses system.
- 3.3 HR is responsible for:
- 3.4 Ensuring that this guidance is updated as necessary.

### 4. Policy Review

- 4.1 This policy will be regularly reviewed to incorporate any legislation changes. The TU may request that a policy is reviewed.