

## 1. GENERAL

This form should be used to claim for any reimbursement of expenditure to which you are entitled. The policy of BSPGHAN is that you should neither suffer nor benefit financially as a result of any reasonable costs that you personally incur while on BSPGHAN business. These notes are intended to indicate which expenses items are considered reasonable. To prevent any delay in making payment you are expected to obtain approval in advance for any expenses items that are likely to exceed this guidance. To find out how to obtain approval in advance, or if you have any queries about expenses or other costs, please contact the BSPGHAN treasurer, [treasurer@bspghan.org.uk](mailto:treasurer@bspghan.org.uk) or BSPGHAN Administrator, [administrator@bspghan.org.uk](mailto:administrator@bspghan.org.uk)

Early booking for rail<sup>1</sup> and air travel, and for accommodation, in order to take advantage of any significant discounts is mandatory. If you are subsequently unable to use the booking and the discount means that no refund is payable, BSPGHAN will reimburse you.

If your claim includes costs in respect of other people please record their names.

Please submit your claim within four weeks from the date of the meeting or event. Please note that the absolute maximum time limit for claims to be accepted by BSPGHAN is 3 months from date of meeting or event.

## 2. RECEIPTS AND TICKETS

**Travel** – to confirm date, class and cost of travel, original tickets are required. If the tickets have been retained by the travel company then original receipts are acceptable instead.

Original receipts must be provided for all other elements of any claim. Credit card vouchers or photocopies of original receipts are not sufficient. The only allowance exceptions to the above requirement for tickets and receipts are tube fares or similar, car mileage claims and car parking costs.

Other costs – receipts must be provided

## 3. OTHER COSTS

Sections 4&5 provide guidance on expense items. This form can be used to claim reimbursement for other items (e.g. books, telephone calls, stationery) provided you have obtained permission in advance from the treasurer. The expenditure must be reasonable and must relate “wholly, exclusively and necessarily” to perform your BSPGHAN duties.

3.1 Teleconference calls: Charges for teleconferences will be reimbursed if when dialling a premium rate number a landline is used, unless in exceptional charges when mobile call charges will be reimbursed. Caller to check charges and obtain agreement in advance if a mobile phone is to be used.

## 4. TRAVEL

Early booking for rail<sup>1</sup> and air travel in order to take advantage of any significant discounts is mandatory. Refund will only be made for an amount that a fare could have been obtained if a booking had been made at the time notice of the meeting was given. If you have not been able to obtain any discount on the full fare please briefly explain the reason on the form (e.g. meeting called at short notice).

If you are subsequently unable to use the booking for any reason, every attempt must be made first to obtain a refund from the travel company within the terms and conditions of the booking. If the discount means that no refund is payable, BSPGHAN will then reimburse you.

**4.1 RAIL** - **First Class travel can only be claimed if** (a) the journey (departure to destination station) is more than 250 miles, **and** (b) the cost is less than 75% of the full Standard Class fare (this will require booking well in advance).

**4.2 Car, Motorcycle and Scooter** – Subject to a maximum of the equivalent discounted rail fare that would have been incurred, mileage will be paid at 40p per mile.

Car parking when connecting to public transport system can be claimed. Road tolls can be claimed. Car parking fines and other fines will not be paid.

**4.3 Bus/Taxi/Tube** – Actual fares

**4.4 Air (not overseas)** - For the purpose of reducing the BSPGHAN carbon footprint, those travelling on BSPGHAN business are encouraged not to travel by air. If air travel is booked only economy class will be refunded, limited to a maximum of the equivalent discounted rail fare.

#### 4.5 Air (overseas) - Economy class only

### 5. OVERNIGHT ACCOMMODATION AND SUBSISTENCE

Early booking for accommodation in order to take advantage of any significant discounts is mandatory. Refund will only be made for an amount that a room could have been obtained if a booking had been made at the time notice of the meeting was given. If you are subsequently unable to use the booking and the discount means that no refund is payable, BSPGHAN will reimburse you.

Hotel accommodation would normally be reasonable when attendance involves leaving home before 7.00 and/or arriving home after 22.00. Similarly for meals: for breakfast if leaving home before 7.30a.m.; and for dinner if away from home after 9.30 p.m.

The following are current maximum amounts that will be paid (all prices based on room with breakfast and inclusive of VAT)

Bed and Breakfast	£110	per night	Lunch	£15	per person
Breakfast	£10	per person	Dinner	£25	per person

### 6. EXPENSE CLAIMS FOR BSPGHAN COUNCIL MEMBERS

1. BSPGHAN Annual Meeting: Travel expenses of all council members (if not approved within local study leave) to and from the BSPGHAN Annual meeting will be paid provided claims meet the BSPGHAN Expense Guidelines for claiming expenses

2. RCPCH meeting: Organising committee expenses (maximum of 2 people – convenor + 1 member BSPGHAN) can be covered: Travel to and from the meeting; registration costs for a single day, accommodation for a single night.

3. BAPEN: No expenses can be claimed from BSPGHAN (unless and until you are a nutrition working group member) and the standard expense rules are followed. Please note that expenses for BSPGHAN Executive (President, President Elect, Convenor and Treasurer) will not be approved

4. BSPGHAN ATM: BSPGHAN Executive expenses approved by BSPGHAN

5. ESPGHAN: No expenses can be claimed from BSPGHAN

6. Any other international meeting- No expenses can be claimed from BSPGHAN

<sup>1</sup>BSPGHAN has negotiated a charity rate with Virgin trains. book through the BSPGHAN business account as we do get better rates as a registered charity. Log into Trainline website, click on business account; e-mail address is [carla@bspghan.org.uk](mailto:carla@bspghan.org.uk), password PX493HT9T0