



British Society of Paediatric Gastroenterology Hepatology and Nutrition

EXPENSES CLAIM FORM (MAY 2020)

Please send all original VAT receipts as well as claim form to Mrs Carla Lloyd, BSPGHAN Administrator, 5 Woodthorpe Drive, Stourbridge, DY9 7JX. Original receipts must be attached to the claim form for Society to reclaim allowable input VAT wherever possible – photocopies are not acceptable. Please also scan and e-mail the claim form to carla@bspghan.org.uk as this will speed up the payment process. Hard copies should, where possible, be posted within 3 working days. Payment will be made by bank transfer only.

Claimant details		Bank details
Name	Contact Tel. No	Account number:
Address
.....		Sort code:
		___/___/___

Nature of event/venue..... Date held

Expenses:

Date	Details of duty	Car mileage:	Fare: train/air/underground/taxi	Accommodation	Other expenses: (car parking, subsistence)	Total claimed	Total reimbursed (office use only)

Signature of claimant

Date:/...../.....

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 should 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 or BSPGHAN Administrator, carla@bspghan.org.uk

In order to take advantage of any significant discounts for rail¹ and air travel, and for accommodation, advance notice of meetings should be circulated and early booking is advised where possible. If you are subsequently unable to use the booking due to circumstances beyond your control 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 at the earliest (preferably 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

Original travel tickets are required to confirm date, class, journey details and cost of travel. 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 when paid online or via phone. For all other costs – original VAT receipts must be provided.

3. OTHER COSTS

Teleconference calls: Charges for teleconferences will be reimbursed if, when dialling a premium rate number, a landline is used. Only in exceptional circumstances, mobile call charges to a premium rate number will be reimbursed. Caller must check charges and obtain approval in advance if a mobile phone is to be used. It would be preferable if online audio/video platforms are used (such as Zoom, Microsoft Teams) via a Wi-Fi access for tele/video conference.

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.

4. TRAVEL

Early booking for rail¹ and air travel in order to take advantage of any significant discounts is advised where possible. Refund will only be made equivalent of a fare that would 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). BSPGHAN would encourage all to book train tickets at the earliest opportunity via Trainline business account. BSPGHAN Administrator at carla@bspghan.org.uk, can be contacted for further information or for advanced booking via this route. If you are subsequently unable to use the advanced/discounted booking for reasons beyond your control, 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 in full.

4.1 RAIL Where possible, please obtain a reduced or discounted Standard Class travel fare by booking in advance (see above). **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.

4.2 Bus/Taxi/Tube – Actual fares

4.3 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.

4.4 Air (overseas) – Only valid for overseas invited guest speakers.

5. OVERNIGHT ACCOMMODATION AND SUBSISTENCE

BSPGHAN discourages overnight accommodation to attend working/professional group meetings. It is expected that reasonable adjustments to meeting timings will enable all attendees to travel on the same day. In exceptional circumstances where overnight accommodation is unavoidable, prior approval from treasurer will be required. 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 for circumstances beyond your control and the discount means that no refund is payable, BSPGHAN will reimburse you in full.

Hotel accommodation: May be reasonable when attendance involves leaving home before 6.00am and/or arriving home after 10.00pm.

Meals: For breakfast if leaving home before 7.30am and for dinner if away from home beyond 9.30pm

The following are current maximum allowable expenses unless already included as part of the meeting. All prices are based on room with breakfast and inclusive of VAT)

Bed and Breakfast	£130	per night	Lunch	£15	per person
Breakfast	£10	per person	Dinner	£25	per person

6. EXPENSE CLAIMS FOR BSPGHAN COUNCIL MEMBERS

a. RCPCH Annual meeting: Organising committee expenses (maximum of 2 members – Convenor + 1 BSPGHAN member) can be covered: This includes travel to and from the meeting venue, registration costs for a single day and accommodation for a single night.

b. BSPGHAN ATM: BSPGHAN Executive expenses will be approved.

c. ESPGHAN: No expenses can be claimed from BSPGHAN.

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

¹BSPGHAN has negotiated a charity rate with Trainline. Please book through the BSPGHAN business account as the Society gets better rates as a registered charity. Log into Trainline website, click on business account; e-mail address is carla@bspghan.org.uk, password PX493HT9T0. Alternatively, contact BSPGHAN Administrator at carla@bspghan.org.uk who will arrange booking and payment of tickets.