

## Conference Expense Policy

The Association will pay the following out-of-pocket expenses for attendance at the conference., please note that this is a shortened version of the Associations expense policy and should anything not be clear please refer to the overall associations expense policy

- Travel from home to and from the place the conference
- Rail Travel – To encourage the booking of advance rail tickets, the Association will reimburse any non-refundable element of your tickets should the meeting be subsequently cancelled. The association also asks that you purchase insurance for which you will also be reimbursed.

Travel must be on a standard class basis and all claims must be supported by ticket or booking confirmation that clearly shows class of travel

- Travel by Air – We discourage air travel for UK based meetings, if alternative arrangements are not possible please seek prior approval. All air travel must be agreed in advance
- Mileage costs incurred whilst on the Association’s business by prior approval. Mileage rate is 0.45p per mile. Parking and other charges such as Congestion charges etc must be supported with a receipt, the Association is not liable for any incident. – the total costs should not exceed the standard rail fare.
- Meals – the following meals are provided at the conference. If accommodation has been provided breakfast will be included. Lunch will be provided at the conference and food will be provided at the social events. The Association will not accept claims for meals when the meals have been supplied as listed above.
- Accommodation requirements are based on the location you reside in, the timing of your lecture and the travel time to and from the venue, the events manager will offer accommodation to those that meet the requirements and this will be booked for you.
- Travel by taxi – All travel by taxi must be agreed in advance and will only be given approval for certain reasons as listed below:
  - Where equipment or heavy baggage is being carried
  - When no public transport is available, especially in the early morning or late at night or in rural areas
  - When the claimant is pregnant
  - Where the claimant has a temporary or permanent disability
  - When it is important to save time – this MUST be agreed in advance

Where expenses are incurred in foreign currencies, the amounts should be shown with the local currency clearly marked. Reimbursement will be made in pounds sterling for UK account holders. The rate of exchange used will be that in force on the date of the claim as calculated by the office. Those without a UK bank account will be paid by money transfer into their bank account.

#### **ADMINISTRATION**

For persons who claim expenses regularly please use Xero Expenses, for all other claimants plus email your expense claim and all receipts to [cheryl@labmed.org.uk](mailto:cheryl@labmed.org.uk)

Expenses without receipts unfortunately cannot be claimed for, please also note where possible a VAT receipt is required

#### **CONTACT DETAILS**

For advice on any item relating to expenses, please contact the following people.

CEO Victoria Logan [Victoria@labmed.org.uk](mailto:Victoria@labmed.org.uk)

Finance and Operations Manager Cheryl Taylor [cheryl@labmed.org.uk](mailto:cheryl@labmed.org.uk)