

BNMS travel and expenses policy

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1. Background

This document sets out the policy for claiming travel and associated expenses from the British Nuclear Medicine Society in connection with authorised Society business.

Travel expenses are a significant cost to the Society. There are, particularly for longer journeys, considerable savings to be made from pre-booking train and airline tickets. Similar savings are possible with hotel accommodation.

Trustees, members and others make a huge contribution to the work of the BNMS including attending BNMS committees and representing BNMS at external meetings.

2. General principles

Whilst increasing use is made of audio- and video-conferencing, face to face meetings remain the basis for the majority of Society business. Those travelling on BNMS business should pre-book their own travel and accommodation unless stated.

Particularly with longer rail and air journeys, there can be an enormous difference between the cost of a pre-booked, off-peak service and a fully flexible ticket purchased on the day of travel. Fully flexible bookings usually represent poor value for money and such bookings should be kept to an absolute minimum.

The BNMS will **not meet any claims for travel, accommodation or associated expenses in regard to attendance at any BNMS general meetings** (including all Annual General Meetings and all Extraordinary General Meetings) unless you are an invited speaker (see sections 14, 15 and 16), recipients of awards (see section 17) organiser or officer.

The BNMS will **not pay travel costs in respect of individuals appointed by other bodies as observers on BNMS Boards and Committees.**

Unfortunately, it is not possible within available resources to offer first or business class travel. This policy offers the opportunity to use first class rail travel only on the rare occasion when the cost is no more than a pre-booked standard fare

Claims for hotel stays must fall within the maximum cost set out within this policy. The BNMS will check all claims and authorise reimbursement up to the maximum figures only.

Attendees are expected to adhere to this policy and behave with honesty and integrity when making expenses claims.

HM Revenue and Customs and the Charity Commission require that all expenses claims are appropriate, scrutinised and supported by receipts containing the details of the travel and of course we shall continue to meet this obligation.

Whilst this policy has been drafted to be clear and to cover most circumstances, it is not possible to provide for all situations which may arise. Accordingly, the Treasurer is given discretion under this policy to vary the provisions taking account of particular circumstances ensuring that as far as possible there is consistent treatment of all travel and expenses claims.

3. Receipts and claims

Claimants are expected to retain and submit evidence to support the expenses claim. This might include the ticket or a photocopy/ photograph of the ticket used, the e-

booking document or a print of the grid showing the range of fares available at the time of booking. Credit card receipts alone are insufficient. The only expenses not requiring a receipt are when providing a receipt is difficult or impossible such as for London tube or bus fares, pre-paid cards such as Oyster cards although details of the journey and purpose should be provided.

Where more than one source of funding is being used for a particular journey (eg external sponsorship and the BNMS), this should be clearly stated and the relevant proportion of the claim attributed to the BNMS identified.

4. Authorisation

Claims should be returned to the CEO as soon as possible and certainly no later than three months after the event. Claims received after this period may not be accepted.

All expenses claims will be checked to ensure that they comply with this policy. Where an item is claimed that may be excluded from the policy, the claim form will be forwarded to the Treasurer for decision.

Retrospective reviews will be regularly performed on a sample of expenses claims and their related receipts to confirm compliance with this policy.

5. Advice and assistance

Any queries on particular claims should be directed to the Treasurer or CEO by email. Where a claimant is uncertain if a claim is acceptable, assistance should be sought before the cost is incurred.

6. Air travel

Economy air travel will normally be offered. From time to time, when deemed in the interests of the BNMS, Officers may agree to permit business class travel on intercontinental journeys using the most economical fare. Where business or first Class travel is required by the claimant and they wish to pay the difference, the relevant pre-booked economy fare should be identified in advance and agreed with the Treasurer so that the appropriate allowance can be determined.

7. Rail travel

Rail travel will normally be offered at standard class.

When a pre-booked ticket is arranged, the onus is on the claimant to use the ticket on the appropriate service. If the claimant chooses to travel on an alternative service, the claimant will be expected to pay the difference.

If a meeting appears to be running over time such that the attendee might miss a booked train or 'plane, he or she should bring this to the attention of the meeting chair as soon as possible. The chair will then be expected to permit the attendee to leave. Chairs have been asked to make every effort to keep to pre-announced meeting times.

8. Hotels

Most BNMS meetings are timed to allow attendees to get to and from meetings in a single day. Therefore, the entitlement to claim accommodation is generally limited to one of the following situations:

1. Where the claimant is required to stay overnight to attend another BNMS meeting on the following day;
2. Where a meeting runs over several days;
3. Where it is impractical to get to a meeting without travelling overnight;

4. Where the combined cost of off-peak travel and hotel accommodation can be shown to be less than advance purchase travel on peak time services, and the claimant chooses to exercise this option.

Hotel accommodation, where applicable, should not exceed £120 (outside London) and £150 (in London) per night for bed and breakfast. Incidental expenses (eg drinks, videos, telephone calls) incurred whilst staying in a hotel will not be allowed. Room rates, particularly in London, fluctuate significantly so it is better to book as early as possible.

9. Personal car travel

A personal car may be used on BNMS business when this form of transport is the overall cheapest or most practical means of travel. Claimants may only use a private car for business purposes if they have full comprehensive insurance cover, which specifically includes use for business purposes. Car mileage will be reimbursed according to the BNMS-approved rate (currently 45p per mile).

The BNMS will reimburse parking and toll fees incurred on approved business travel where the cost of travel including the amount claimed for mileage is less than other forms of travel or where the car is the only practical means of travel.

10. Taxis

The BNMS will reimburse the cost of taxis for short journeys of up to five miles within a town or city to facilitate transport where necessary between a mainline station/place of work/airport. Claimants may be asked to confirm that use of a taxi is the cheapest or most appropriate means of conducting approved BNMS business.

11. Hire cars

This will only be permitted in exceptional circumstances. Advance approval should be obtained from the Treasurer.

12. Lunch

Meetings held at the BNMS that span the lunchtime period will normally have lunch provided (but not meetings ending before or starting after lunchtime) so a claim will not normally arise. Where approved BNMS a claim for a lunch allowance limited to the actual receipted expenditure up to a maximum of £10.00 per eligible claimant will be allowed.

13. Evening meal

Where an overnight stay is required (as in 8 above), the cost of an evening meal can be claimed up to a maximum of £35 per eligible claimant.

14. CPD meetings and conferences speakers' expenses BNMS Members

The BNMS usually expects that UK-based speakers (if members of the BNMS) claim their travel expenses from their employer. Registration is free for the day of their talk. Honoraria are not given to invited speakers speaking at BNMS meetings.

15. CPD meetings and conferences UK speakers' expenses UK (non-member) speakers are offered

1. **Free registration** to the meeting on the day of their presentation.

2. **Accommodation 1 night** if they cannot reasonably arrive at the venue in time for their presentation. (*as in 8 above*)
3. **A contribution towards economy travel costs** if this cannot be claimed elsewhere. (Economy/standard rail or return airfare in economy class up to a maximum of £300)

Honoraria are not given to invited speakers speaking at BNMS meetings.

16. CPD meetings and conferences overseas speakers' expenses

As a general principle, overseas speakers and eponymous lecturers should be invited to offer "added value" over and above the invited lecture, perhaps by hosting a seminar, giving a short lecture or chairing a session.

Overseas Speakers are offered:

1. **Free registration** to the meeting, and Conference Dinner
2. **Accommodation maximum 3 nights.**

Invited speakers are requested to confirm that they do not receive commercial sponsorship for accommodation to attend the conference.

For those receiving such sponsorship, the above reimbursement policy will not be applied.

It is expected that the budget for the event will have been planned and approved to allow for such costs and so expenses should fall within the budget.

17. Sundry

- **Cancellations** Where attendees incur a cost from pre-booking a ticket to attend an BNMS meeting and, for a legitimate reason have to cancel their attendance, they will be entitled to enter a claim to have the actual cost incurred repaid. This should be accompanied by a letter outlining the reason for cancellation. The Treasurer will need to be satisfied that the cancellation was reasonable.
- **Excess baggage** The BNMS will only reimburse excess baggage costs that result from carrying equipment/materials on behalf of the BNMS.
- **Vaccinations** The cost of receiving vaccinations required for overseas travel on behalf of the BNMS can be reclaimed from the BNMS.
- **Officers' travel** Any necessary overnight accommodation and expenses in respect of BNMS related work will be reimbursed or paid directly by the BNMS as appropriate in accordance with the principles in this policy.
- **Recipients of Awards**
Individuals who are receiving awards at our annual meeting are entitled to up to £300 for travel and one night's accommodation