

# **APA Policy Statement on Reimbursement of Expenses**

## **ANNUAL SCIENTIFIC MEETING EXPENSES**

### **Local organising committee (LOC)**

- Registration fee waived for two members of the LOC. Individuals to be decided upon by LOC and communicated to PCO (professional conference organiser) prior to the meeting
- 8 complimentary reception tickets and 4 complimentary dinner tickets to be allocated to the LOC for dispersal at their discretion
- Free registration for workshop coordinators for the day of the workshop up to a maximum of eight
- Travel expenses for up to eight workshop coordinators as per invited speaker policy (below) but not accommodation unless by prior agreement

### **Invited Speakers from UK and Ireland**

- Travel expenses (economy air fare or standard 2nd class rail ticket or car mileage. Advance first class rail fare can be used so long as it does not exceed the walk up on- the-day second class fare)
- Hotel accommodation for day(s) of presentation or the night before
- Registration fee waived for the main meeting
- Complimentary hospitality at the official social functions

### **Invited Speakers from Overseas**

- Travel expenses (economy air fare or standard 2nd class rail ticket or car mileage. Advance first class rail fare can be used so long as it does not exceed the walk up on- the-day second class fare)
- Hotel accommodation for the duration of the meeting
- Registration fee waived for duration of meeting and symposium/refresher course
- Complimentary hospitality at the official social functions

### **Joint meetings with specialist societies for home or overseas societies**

- Travel expenses (economy air fare or standard 2nd class rail ticket or car mileage. Advance first class rail fare can be used so long as it does not exceed the walk up on- the-day second class fare). Planned expenses in excess of 500 pounds to be approved by the treasurer and at least one other officer prior to travel arrangements being made.
- Hotel accommodation for day of presentation or the night before
- Meeting registration fee waived on day of presentation
- Ticket for one of the official social functions

### **Honorary members**

- Honorary members will have the same expenses allowance as overseas invited speakers (as above) for the meeting in which their membership is proposed.
- Existing honorary members are entitled to free meeting registration but no other expenses.

### **Chairmen**

- Chairmen of sessions should, wherever possible, be selected from speakers and or local faculty or council members. They will not in general be entitled to claim reimbursement of expenses, unless by prior agreement, but will be offered complimentary hospitality at one of the official social functions
- Travel expenses and 1 days' registration is offered to invited chairs who would not otherwise attend (such as non-anaesthetists).

### **Jackson Rees Lecturer**

- There are separate arrangements for reimbursement of expenses, which the Council of the APA decide as appropriate. They will be administered via PCO.

## **Guidance Notes**

1. UK speakers will be responsible for making their own travel arrangements and hotel bookings, but may request assistance via the PCO.
2. Overseas speakers should request the advice of the PCO in booking hotel rooms.
3. All allowable expenses i.e. those compatible with this Policy Statement will be claimed retrospectively on submission of appropriate receipts to the conference organisers or PCO.
4. Claims to be made within a time limit of 3 months from the date of the meeting
5. Payment of expenses to UK speakers will be made by a BACS electronic transfer. For other currencies an international money transfer will be made to a nominated bank account. This requires IBAN number and SWIFT/BIC codes.
6. Hotel accommodation rates will be paid up to the set limit of the official conference hotel.
7. Travel expenses will cover. Economy air fare or standard 2nd class rail ticket or car mileage. Advance first class rail fare can be used so long as it does not exceed the walk up on-the-day second class fare. Car parking expenses will also be allowable under travel expenses. Parking fines and prolonged stays will not be reimbursed.
8. Car mileage @ 40 pence per mile will not normally be paid in excess of corresponding rail fare with associated taxi fare

## **EXPENSES FOR APAGBI COUNCIL, COMMITTEE AND OTHER SANCTIONED MEETINGS**

(TO INCLUDE ATTENDANCE AT MEETINGS WITH OTHER ORGANISATIONS WHEN REPRESENTING APAGBI IN AN OFFICIAL CAPACITY)

1. Travel by economy airfare or standard 2<sup>nd</sup> class rail fare. (Please make every effort to pre-book in order to minimise costs). Advance first class rail fare can be used so long as it does not exceed the walk up on-the-day second class fare
2. Car mileage of 40p/mile (not in excess of second class rail fare as defined above)
3. Hotel accommodation: a maximum guide price of £150/night
4. Subsistence – meal allowance up to £35 per day.

## **EXPENSES FOR LINKMAN MEETING**

- As an encouragement for elected Council members to attend the National Linkman Meeting, they will be entitled to full expenses as for Council meetings or business (as above).
- Speakers at Linkman Meetings are entitled to claim reimbursement of travel and where necessary accommodation and subsistence expenses for 1 night.

## **EXPENSES FOR PATRN REPRESENTATIVES**

- PATRN members may claim up to 50% of travel, accommodation and registration costs when attending meetings at which they are officially representing the APAGBI.
- A maximum of two members per meeting may claim under these rules and a maximum of 2000 pounds total per annum will normally be allowable in total for all PATRN expenses under this policy.

## **OTHER AD HOC EXPENSES INCURRED BY APAGBI COUNCIL MEMBERS**

- On occasion APAGBI Council Officers and co-opted members may need to attend various functions to represent or promote the APAGBI. In such circumstances travel and accommodation expenses will be

paid as for Council meetings or business. In general conference registration fees will not be paid except under exceptional circumstances.

- Separate arrangements are available (see APAGBI Travel Grant) for those officially representing the APAGBI at overseas meetings and events.

## **PAYMENT OF EXPENSES**

- All expenses claims must be supported by receipts covering all claimed expenses and submitted using the attached claim form (either in hard copy or, more preferably, by e-mail attachment) to the Treasurer and where sent via email, copied to the APAGBI Administration team at AAGBI. Payment will be made via bank transfer as soon as practicable.
- Please send to [treasurer@apagbi.org.uk](mailto:treasurer@apagbi.org.uk)
- Please remember to include bank details and receipts for prompt payment as per the form below.

## APAGBI EXPENSES CLAIM FORM

*Please attach receipts.*

**NAME:**  
**ADDRESS:**

**DATE:**

**E-MAIL:**

**PHONE:**

**REASON FOR CLAIM:**

### TRAVEL

AIR	£
RAIL	£
CAR MILEAGE (..... miles @ 40p per mile)	£
PARKING	£
TUBE	£
TAXI	£
<b>TOTAL</b>	£

### ACCOMMODATION (max £150 per night)

HOTEL (..... nights @ £..... per night)	£
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### SUBSISTENCE (max £35 per day)

MEALS (number .....	£
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### OTHER EXPENSES (please specify)

	£
	£
	£
<b>TOTAL</b>	£

<b>GRAND TOTAL</b>	£
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**Please return completed form with receipts within 3 months:**

**- For ASM: to the PCO please**

**- For Council and other related expenses preferably to:**

**[treasurer@apagbi.org.uk](mailto:treasurer@apagbi.org.uk)**

*or (less preferably)*

**APAGBI Treasurer,  
21 Portland Place,  
London,  
W1B 1PY**

Nominated Bank Account Details:-

Name of Account Holder

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Name of Bank

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Address of Bank

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.....

Bank Sort Code

.....

Account Code

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**For Overseas Claims**

IBAN: .....

BIC/SWIFT: .....

Address of Bank: .....

Your home address:

.....

(required re anti money-laundering legislation)

SIGNATURE.....

DATE.....