

Reimbursement of expenses (ARM 2020)

Quick reference guide to ARM expenses

Please read this document carefully in advance of the meeting.

Scrutiny of expenses and honoraria

Please note, as per the BMA's policy on the scrutiny of honoraria and expenses, all BMA expenses and honoraria shall be open to scrutiny by BMA members on their request. However, such scrutiny shall be subject to strict confidentiality undertakings being given by the requester and access shall only be given by secure confidential email with an attachment water marked with the requester's (BMA member's) personal details.

- **The ARM is a business meeting of the BMA** and as such is governed by the *BMA Committee Expenses and Honoraria Business Rules Policy 2019-2020* and by the additional conditions set out below which are specific to this event.
- There will be **no exceptions** to this policy unless previously agreed by the treasurer. If a representative has reason to believe that their claim may fall outside the limits set, they must write or email the treasurer **in advance of the ARM** to check on the eligibility for approval. Please email ARMexpenses@bma.org.uk
- The BMA would like to remind representatives that the ARM expenses are paid from BMA member's subscription money. **Each representative is responsible for the appropriate use of member's money and the accuracy of their claim.**
- Only expenses incurred wholly, exclusively and necessarily in attending the ARM will be reimbursed, this excludes all other personal expenses and all expenses incurred by partners. All claims are checked thoroughly by external auditors and BMA staff.
- The most **efficient and cost-effective** method should be used for all travel, taking advantage of booking in advance, discounts, and low fares where available.
- All expenses must be submitted on Concur (DLE110 AJ00008) by date **15 October 2020**. Please submit **itemised VAT receipts** for all expenses. Credit card receipts and bank statements are **not acceptable and expenses will not be paid if these are the only documents submitted.**
- Late claims may not always be authorised and will result in considerable delays in reimbursement if approved. Late claims need to be approved by the Treasurer and so claims should be submitted as soon as possible after the ARM.

Due to ARM 2020 being a virtual event, members should not incur expenses for travel, accommodation or food. However, you may still claim childcare costs, locum expenses and



any travel and accommodation expenses incurred before the ARM was made virtual. Details of the policy on these can be found below. If you have any further questions, please email armexpenses@bma.org.uk

Childcare costs

Please refer to BMA childcare guidance for more information <https://www.bma.org.uk/media/1562/bma-care-guidelines-for-bma-members-jan-2019.pdf> All additional claims made for childcare and associated expenses will be considered on an individual basis. **Please contact the council secretariat team (armexpenses@bma.org.uk) with your estimated childcare costs, who will liaise with the treasurer in advance of ARM.**

Reimbursement of locum expenses

Locum expenses up to £550.00 per day will be reimbursed only to those members who make a “major contribution” to the work of the BMA. The remuneration committee has defined a ‘major contribution’ as being completion of more than 24 days’ service for the BMA (including the ARM) in any one session (the session runs from the end of one ARM to the end of the next).

Members claiming locum costs should provide receipts and details of their 24+days’ BMA service in the session in order to receive reimbursement. All claims must be accompanied by an invoice from the locum/agency including their name, address, dates and daily/hourly rate charged otherwise claims will not be paid.

Expenses incurred before ARM was made virtual

If you have already booked travel and accommodation for the ARM in June you will not be out of pocket:

- If you have already paid for and claimed in advance on Concur
- If you obtain a refund from your credit card company or on travel insurance
- If you have already booked your travel or accommodation you should seek a refund from the supplier in the first instance. We are aware that some train companies have already started refunding advance bookings, for example. Where you cannot be refunded then we will reimburse in line with the ARM expenses policy.