

Reimbursement of expenses

Quick reference guide to ARM expenses

August 2021



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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 watermarked 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 & GPC Expense Policy 2020 – 2021](#) 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 members' subscription money. **Each representative is responsible for the appropriate use of members' 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.
- All expenses must be submitted on Concur (**DLE110 AJ00002**). All claims must be submitted within 3 months of the meeting date. In exceptional circumstances, the treasurer may approve late claims. Please submit **itemised 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. If you have any queries, please email ARMexpenses@bma.org.uk.**

Childcare costs

Please refer to page 4 of the [BMA Committee & GPC Expense Policy document](#) for more information. 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 the 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.