

## Reimbursement of expenses ARM 2022

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Quick reference guide to ARM expenses

February 2022



# Reimbursement of expenses (ARM 2022)

Please read this document carefully in advance of the meeting.

- **The ARM is a business meeting of the BMA** and as such is governed by the [BMA Committee & GPC Expense Policy 2021 – 2022](#) 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 is uncertain whether their claim is partly or wholly reimbursable within these rules and conditions, 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](mailto:ARMexpenses@bma.org.uk)
- 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 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 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 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.**
- BMA members that do not already have an SAP Concur account with the BMA can apply for an expense account to be created for them via [this webpage](#) (sign in required). There are also Concur user guides available on the webpage.

## Childcare

A mobile creche can be provided at the Brighton venue for any representatives who require it. If you are interested in making use of the care facilities at the ARM please submit your request well in advance (4 weeks' notice minimum) to [confunit@bma.org.uk](mailto:confunit@bma.org.uk).

Reasonable childcare costs incurred to attend meetings will be reimbursed in line with the [BMA expense policy](#) (see pages 3 – 4).

All additional claims made for childcare and associated expenses will be considered on an individual basis and referred to the treasurer for approval. Please send your request to [ARMexpenses@bma.org.uk](mailto:ARMexpenses@bma.org.uk).

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In exceptional circumstances, particularly in cases involving babies and young children, requests may be considered on a case-by-case basis in order to allow a childminder or carer to accompany the child or dependent. In these circumstances, the Treasurer will be responsible for considering and approving such requests.

## Accommodation

**We are aware that accommodation availability in Brighton is extremely limited this year due to a number of other events taking place and we advise booking accommodation as soon as your ARM seat and confirmation of physical attendance at the event is received.**

The maximum accommodation rate for Sunday, Monday, and Tuesday [3 nights] which will be reimbursed are as follows:

Single occupancy of a double room **£200.00**

Double occupancy of a double room **£210.00\***

\*Double occupancy rate £210.00 may only be claimed if both room occupants are attending the ARM as members of the Representative Body. See **note (i) below** for more information.

Representatives who wish to claim for extra nights' accommodation costs should seek the prior approval of the treasurer, setting out details of their travel arrangements and times in their application letter. The costs of a late check-out at ARM hotels will not be reimbursed by the BMA.

No reimbursement will be payable for Saturday night.

**You must submit on Concur an itemised accommodation receipt that confirms the claimant's name and address.**

Please note, if you do not use the official accommodation service, **VisitBrighton**, to book your accommodation you may be charged different rates, and the packages may vary from those on the official accommodation list. If you book independently, please check carefully the booking details – the BMA will not be able to assist with any problems you may have if you have not booked via the official accommodation service. **The shuttle bus from hotels to the ARM venue will only operate in respect of the hotels on the official accommodation list via VisitBrighton.**

## Breakfast - room only and self-catering

Where the accommodation rate does not include breakfast (a room-only rate) the aggregated cost of the room and breakfast **cannot exceed** the nightly B&B rate of **£200.00**.

Each breakfast claim must be supported by an itemised receipt up to maximum of £15 per day per person (Monday to Wednesday).

The maximum daily rate allowed for self-catering accommodation will be **£200.00** (inclusive of the £15 breakfast rate).

Lunches will not be paid for as they will be provided at the ARM.

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These are not daily “allowances” but maximum expenses (demonstrated by itemised receipts and invoices) that will be reimbursed and as such they cannot be merged or aggregated. If and where possible, members should aim to spend less than the maximum amount.

Lunch will be provided at the venue **Monday to Wednesday** and you will be issued with vouchers to exchange for your meal. Please note there will be no other reimbursement for food expenses if you incur these elsewhere. **On Sunday, breakfast, lunch or snacks will not be reimbursed.**

## Dinner

The maximum evening dinner limit for **Sunday, Monday and Tuesday** [3 nights] which will be reimbursed as follows:

### £35.00

The evening dinner expense limit is for your own meal, if you are buying or sharing a meal with another member of the RB please indicate their name in the notes section on the Concur claim. It is not acceptable to claim for non-food items. There is no reimbursement for partners or accompanying persons unless they are also members of the RB. **On Wednesday, lunch, dinner or snacks will not be reimbursed. In circumstances where a member will not get home before 9pm because of the distance of the journey or the occurrence of unforeseen circumstances, food purchased (e.g. supermarket, shop, take away) may be claimed to a maximum of £10. The decision to approve such a claim will be at the discretion of the approver and decided on a case-by-case basis.**

In the case where a single receipt for a dinner where many people have shared a meal is submitted, by a single RB member and claiming the total reimbursement, it must be accompanied by the names of each person who attended. This is to allow confirmation that each person who attended is a member of the RB and is entitled to the dinner allowance.

## Alcohol

The BMA will not reimburse the cost of alcoholic beverages.

## Travel

The most efficient and cost-effective method should be used for all travel, taking advantage of discounts and low fares where available. Both train and air travel companies usually open their services for bookings at least 12 weeks in advance and the best prices are available the earlier the ticket is booked. Whilst booking tickets three months ahead may not always be viable, significantly cheaper tickets still tend to be available five weeks before travel. We encourage members to book advance fare fixed time train tickets, rather than open returns noting that registration is open 3-5pm Sunday, 8am Monday and official ARM business closes at 4pm on Wednesday. Please allow yourself time to return your voting pad to registration and collect your luggage before the time of your advanced train ticket.

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## By rail

Standard class should be booked where the published total duration (timetable) of the one-way rail journey is under one and a half hours. First class rail travel can be claimed where the published duration (timetable) of a one-way journey is at least one and a half hours or more.

## By road

Representatives are encouraged to use public transport due to the environmental impact and limited parking in Brighton. If driving, this must be the most efficient and cost-effective method, considering all expenses including parking costs and tolls. The BMA's current mileage allowance is £0.45 per mile. Long-distance driving (over 5 hours) and use of long-stay car parks must be approved by the treasurer **in advance of the ARM**. Please email [ARMexpenses@bma.org.uk](mailto:ARMexpenses@bma.org.uk).

## Bicycle mileage

We have now added the option to claim mileage expenses for cycling to complement the BMA's environmental credentials. The BMA's current bicycle mileage allowance is £0.20 per mile.

## Taxis

If no other mode of transport is available and taxi travel is necessary – we will reimburse the following journeys, if it represents the most efficient and cost-effective method:

— The return journey between the nearest train station or airport to Brighton city centre.

NOTE: For the majority of members hotels are only a short walk from Brighton train station and only in exceptional circumstances will a taxi fare be payable.

— The return journey between the nearest train station or airport to your home where the cost of parking exceeds the taxi fare.

**If you have any questions about the use of taxi services during the ARM, please raise these with [ARMexpenses@bma.org.uk](mailto:ARMexpenses@bma.org.uk) before the ARM commences.**

## Shuttle buses

Shuttle buses will be provided to and from the ARM venue from the hotels listed on the official accommodation list booked via **VisitBrighton** and to the official events and dinners:

Sunday:	BMA awards ceremony: celebrating you and your achievements
Tuesday:	ARM celebratory closing supper

The use of taxis to and from the venue will not be reimbursed if shuttle buses are available.

**There will be no reimbursement for any other travel including to non-official BMA events.**

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## By ferry

If it represents the most efficient and cost-effective method, the standard fare, or such lower fare as may be available, **excluding cabins** and any extra costs.

## By air

Representatives attending the ARM are advised to book their flights as soon as possible to take advantage of the cheaper airfares offered by the budget airlines if booked several months in advance. **Please submit on Concur the flight confirmation booking email.**

We will reimburse the cost of **an economy fare and 1 checked bag** if the distance travelled is over 350 miles, or where road or rail travel is geographically impossible (e.g. Northern Ireland to England) or where the cost of air travel is lower than surface transportation. There will be no reimbursement for any travel extras (including flexi tickets, lounge access, excess luggage, refreshments, priority/speedy boarding, chosen seats and extra leg room).

## Notes

- i. Where a double room is booked for two members of the RB, the expenditure permitted is £210.00 per room, i.e. £110 allowance per person. Where a double room is booked and only one of the users is a member of the RB, the member allowance remains at £200.00. There is no reimbursement for partners/accompanying persons (even for those who are members of the BMA) who are not members of the RB.
- ii. If you book hotel accommodation that is more expensive than the maximum allowance, you will be expected to settle the difference yourself – the BMA will only reimburse you up to the maximum accommodation allowance of £200 single occupancy rate (unless both room occupants are attending the ARM as members of the RB– as above)
- iii. There will be no reimbursement of travel, hotel or social expenses for partners who go to Brighton who are not members of the Representative Body, and therefore all travel, double occupancy supplement and/or any other costs incurred by such partners should not be claimed.
- iv. Representatives attending official ARM evening functions will be supplied with a receipt to attach to their expenses claim in respect of each event attended. As a complete meal will be provided at the official social events, representatives will not be entitled to make any additional claims for subsistence on those nights for an evening meal/refreshments. Representatives not attending any of the official social events should make their claims for dinner in the usual way.

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- v. Please note that no exceptions will be made to the above allowances other than in the most exceptional circumstances and representatives should not submit claims that exceed the subsistence rates set as these claims will not be processed.
- vi. Representatives who arrange to stay with friends or relatives rather than stay at a hotel may purchase a small gift, meal or vouchers and the BMA will reimburse up to a value of up to £30 per night A receipt must be provided to substantiate the claim.
- vii. No claims made by representatives for the cost of accessing the internet from their hotels etc. will be paid. Free Wi-Fi is available at the ARM venue.
- viii. When claiming any expenses, where VAT has been charged, you must support your claim with a VAT invoice/receipt. Supporting your claim with a VAT invoice/receipt will enable the BMA to reclaim VAT charged by the suppliers (the amount claimable each year is approximately £100,000). Any business that is registered for VAT is obliged to provide you with a VAT invoice/receipt on request, so please remember to ask for one when making your purchases.

### **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.