Dear Representatives and LMCs

**LMC England Conferences 2022 - reimbursement of expenses – Representatives of LMCs**

The LMC England Special and Annual Conferences will be held at Friends’ House London on 24 and 25 November 2022. This letter applies only to Representatives of LMCs.

As in recent years, individual Representatives will not receive expense reimbursement directly from the GPDF, but LMCs will be able to claim for Representatives’ expenses within the prescribed limits. Details of how to claim are included in the detailed expenses information appended to this letter.

I am sure you agree that Representatives and LMCs do have a responsibility to the fund and this can usually be achieved by booking accommodation in advance and using cheaper advance or split fares. Where alternative arrangements mean that LMCs can plan for transport make savings against the usual individual fares these do not require approval in advance.

For each Representative, LMCs will be reimbursed the cost of return rail, or, if appropriate, air fares, to the Conference. For single journeys over 50 miles first class fares will be claimable. Overnight accommodation may be claimed for the night of 24 November, and for 23 November for those Representatives needing to leave home before 0630 on 24 November. Accommodation for 25 November will only be claimable in exceptional circumstances agreed in advance with me. Dinner may be claimed for those travelling on 23 November, for 24 November and for those unable to arrive home by 2000 on 25 November; where this is provided as part of the rail ticket no claim is allowable.

I urge you to make bookings hotel bookings soon and take advantage of online savings and I will not offer additional reimbursement for those who book late. The accommodation reimbursement rate (including breakfast and VAT) is capped at £205. BMA members will find a list of corporate hotel rates for members on the Association’s website.

I hope these arrangements and the reasons behind them are clear.

Yours sincerely,

J Canning
Director of Operations
Summary of reimbursement policy for Representatives attending the LMC England Conference 2022

General

- The GPDF will reimburse the LMC rather than individual claimants for expenses incurred by its Representatives attending the Conference.
- The LMC is required to send a single invoice for all costs for which it is seeking reimbursement within six weeks, in other words by no later than Monday 6 January 2020. Invoices received after that date will not be paid.
- The invoice must list the names of Representatives who attended the Conference and the amount claimed by each individual together with original tickets and vouchers in support of each claim (credit card slips will not be accepted). Underground, bus and DLR fares may be claimed without a ticket.
- No reimbursement will be made for expenses incurred by observers or where the LMC has not paid its 2018 and prior years levy quotas in full or made arrangements to do so.
- Where a Representative fails to return their electronic voting pad a deduction of £100 will be made from expenses reimbursed to cover the cost of the pad and associated administration.
- Expense claims should be sent by email with copies of receipts to gpdf-accounts@mazars.co.uk

Travelling expenses

Representatives of LMCs, as defined in the Standing Orders, will be able to claim:

- If travelling by air: at economy rate where this saves on Train+Hotel.
- If travelling by train*: First Class travel can be claimed for single journeys over 50 miles. The cost of a first-class overnight sleeper may be claimed for journeys over 250 miles.
- Off Peak, Advance Single tickets or group bookings should be used wherever possible.
- The cost of a standard class ticket only will be reimbursed for travel on the Heathrow, Gatwick or Stansted Express.
- If travelling by car**: mileage will be paid at 45p per mile for the round-trip journey to the hometown, irrespective of engine size; carrying a passenger does not increase the amount per mile reimbursed.
- Bus/tube fares will be reimbursed at actual cost. Oyster cards should be used wherever possible/applicable if travelling via London.

*With some rail ticket purchases, it is often cheaper to buy two single tickets than a return. When purchasing rail tickets, Representatives are encouraged to get the best possible fare. This can often be achieved by booking as far in advance as possible; it may also be cheaper to buy two tickets (i.e. A to B and B to C so long as the train stops at B) whilst staying on the same train [see http://www.splityourticket.co.uk/]. As many train ticket websites now offer tickets without any form of service charge only the face value of the ticket will be reimbursed; collection receipts should not be used unless these indicate the fare, class of travel and start and conclusion of the journey. Railcards should be used whenever possible.

**Motor vehicle insurance

Whilst a vehicle used by you, of which you, your spouse, a relative or partner (whether civil or business), are the registered keeper, may be insured for Social, Domestic and Pleasure purposes, it is your responsibility alone to ensure that the vehicle is properly and adequately insured when used for a business purpose.

You should consult your insurer to confirm that the motor insurance policy covers you when on business for the GPC, its subcommittees and the GPDF. You may also wish to confirm that cover extends to journeys undertaken by you to your LMC and any LMC or BMA Conference.

Consequently, if you are the driver of a motor vehicle, including a motor bicycle, used to attend any of the meetings described, and this Conference in particular, you are solely responsible for ensuring that the vehicle and its passengers are properly covered by a motor insurance policy and that you have done nothing to invalidate...
that insurance policy. You are also responsible for ensuring that any person who is driving your motor vehicle with your permission is protected.

The GPDF and the GPC accepts no responsibility whatsoever for any damage caused to a third party, or to you or to the driver of the vehicle in the event of any loss sustained as a result of or during the use of the motor vehicle in question.

Overnight expenses (the rates shown below include breakfast and VAT)

- Up to £205 may be claimed for Representatives who would have to leave home before 06.30 on 24 November to get to the conference on time.

Subsistence

- £35 for those needing to leaving home before 20.00 on 23 November
- £35 for Representatives unable to get home by 20.00 on 25 November, unless provided as part of a rail ticket
- £35 for 24 November
- No claims for reimbursement of the cost of lunch will be approved
- No claims for reimbursement of room service, internet access, newspapers or drinks will be approved

Excluded expenses

Please note that the following expenses will not be reimbursed unless agreed in advance by the Director of Operations of the GPDF where there are exceptional reasons for payment or where expenditure leads to higher costs being avoided.

- Taxi fares for travel within London
- Additional non-conference related car mileage
- Accommodation costs for the night of 25 November

Other items

- Taxis may be claimed for travel to a railhead/airport where the cost is less than mileage + parking
- Parking fees and/or Congestion Charge in London will only be reimbursed where the cost of driving + parking is less than rail + station parking or no reasonable rail journey is possible
- Internet access charges will not be reimbursed
- No other expenses will be reimbursed unless agreed in advance by the Director of Operations of the GPDF who will require evidence that there are exceptional reasons for payment or where expenditure leads to higher costs being avoided. If approved a copy of the approval email must be appended to the claim
- Virement between types of expenses is not permitted
- No honoraria or locum reimbursement is made by the GPDF