

TO: LMCs  
Representatives of LMCs attending LMC UK Conference

**Please reply to:**

E: [doo@gpdf.org.uk](mailto:doo@gpdf.org.uk)

T: 0771 316 6215

Our Ref: LMCC UK 2023

Your Ref:

February 2023

Dear Representatives and LMCs

**LMC Conference 2023 - reimbursement of expenses – Representatives of LMCs**

The 2023 LMC Conference will be held on 18 and 19 May 2023 at Friends House, London. 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 which makes savings against the usual individual fares these do not require approval in advance, but an explanation should accompany the claim to avoid delays in reimbursement.

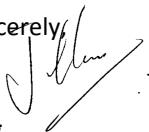
For each Representative, LMCs will be reimbursed the cost of return rail, or, if appropriate, air fares, to the Conference. For single journeys over 50 miles first class fares will be claimable. Overnight accommodation may be claimed for all Representatives for the night of 18 May.

Representatives will only be able to claim for overnight accommodation on 17 May should they be required to leave home before 06.30 on the day of Conference. Accommodation for the night of 19 May will only be reimbursed in exceptional circumstances which have been agreed in advance by emailing [doo@gpdf.org.uk](mailto:doo@gpdf.org.uk).

Please do not leave booking till the last minute and take advantage of online savings as additional reimbursement cannot be claimed for those who book late. The accommodation reimbursement rate (including breakfast and VAT) is capped at £220. Details of the Corporate hotel rates for BMA members may be found at [www.PRIORITY.ltd](http://www.PRIORITY.ltd) using the event passcode: BMAA008. The link is: <http://www.priority.ltd/events.aspx?event=BMAA008>

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 Conference 2023

### 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, i.e. by no later than Friday, 30 June 2023. 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 for each individual together with copies of original tickets and vouchers in support of each claim (credit card slips will not be accepted). You will wish to keep the originals for your own records
- No reimbursement will be made for expenses incurred by observers or where the LMC has not paid its 2022 and prior years 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 only by email to Mazars GPDF Accounts [gpdf-accounts@mazars.co.uk](mailto:gpdf-accounts@mazars.co.uk); if possible please use PDF documents

### 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.
- 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/Contactless cards should be used wherever possible/applicable if travelling via London.

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

- Up to £220 may be claimed for Representatives staying on 17 and/or 18 May
- Reimbursement for 19 May is only available if authorised in advance. If you wish to seek authorisation, please email [do@gpdf.org.uk](mailto:do@gpdf.org.uk) no later than 31 March 2023 giving details of the situation.

### Dinner

- Up to £35 when traveling is necessary on 17 May
- £35, or if less the actual cost, on 18 May for all representatives whether or not they attend the Conference Dinner
- Up to £35 for those unable to return home by 2000 on 19 May unless provided as part of a rail ticket
- No claims for reimbursement of the cost of lunch will be approved
- No claims for reimbursement of room service, internet access, newspapers or drinks other than with a meal 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:

- Taxi fares for travel within London unless required for the traveller's safety or health
- Additional non-conference related car mileage
- Accommodation costs for the night of 19 May

## Other items

- Taxis may be claimed for travel to a railhead/airport where the cost is less than mileage + parking
- Internet access charges will not be reimbursed
- Virement between types of expenses is not permitted
- No honoraria or locum reimbursement is made by the GPDF

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\* *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 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.*