

Please reply to:

c/o Attend
11-13 Cavendish Square
London
W1G 0AN

E: mail@gpdf.org.uk

T: 07714 282366

Dear colleagues

England LMC conference - If you want to claim Expenses

GPDF don't want the process of following the expenses policy to be complex or difficult and are always happy to discuss individual circumstances with reps or LMCs. If a representative has additional needs, we are very happy to discuss how GPDF can best support them to attend. The GPDF has been working hard at reducing its own expenses and costs and know that LMCs have indicated strong support for this. This extends to our expenses policy which has the key principles of:

- Reasonable, business-related expenses will be reimbursed.
- Expenses not related to attending conference, or that are excessive will not be paid.
- Please consider using <http://www.splityourticket.co.uk/> for your rail journeys. Considerable savings can be made by using split-tickets especially for longer rail journeys.
- Train tickets purchased at short notice, same day or open tickets will not be reimbursed.
- Alcohol will not be reimbursed.

Examples:

You forget to book your train ticket, so purchase an open 1st class ticket on the train the morning of conference – declined. Tickets need to be booked in advance to avoid excessive cost.

Your surgery ran late, you missed your train for your pre-booked ticket, and had to get a last-minute ticket on the train – approved. Sometimes life happens and we understand that.

You have health problems that mean navigating public transport is challenging so use a taxi to get between your hotel and the conference venue – approved. Please talk to GPDF in advance if you have representatives who will need special consideration to allow them to attend conference.

You eat dinner with a friend. The total bill is £40. You submit a claim for £35 – declined. The reimbursement is for the conference representative, so only the cost of their meal will be reimbursed up to a maximum of £35.

You decide to treat yourself and upgrade your hotel room. You submit expenses claim for £300 – approved but only £220. You're welcome to treat yourself, but please don't expect reimbursement.

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 summary below.

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 23rd November 2023.

Representatives will only be able to claim for overnight accommodation on 22nd November should they be required to leave home before 06.30 on the day of Conference. Accommodation for the night of 24th November will only be reimbursed if agreed in advance by emailing mail@gpdf.org.uk

The total 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: BMAA011. The link is: <http://www.priority.ltd/events.aspx?event=BMAA011>.

If you have any questions about expenses for conference, please do get in touch with the GPDF at mail@gpdf.org.uk.

Summary of reimbursement policy for Representatives attending the England 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, ie by no later than 15th December 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).
- No reimbursement will be made for expenses incurred by observers or where the LMC is not up to date with levy payments unless there is an agreed arrangement for repayment in place with the GPDF board.
- 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 Russell & Russell at gpdf@russell-russell.co.uk. It would be helpful if these are sent as 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 is cheaper than the cost of train fare + hotel stay.
- If travelling by train, First Class travel can be claimed for single journeys over 50 miles. Advanced tickets must be purchased – those purchased at short notice or same day will not be reimbursed. Open tickets will not be reimbursed without prior agreement.
- 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 your home address. 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 23rd November 2023.
- Reimbursement for 22nd November 2023 is only available if agreed in advance. Please contact us at mail@gpdf.org.uk no later than 1st November to discuss.

Dinner

- Up to £35, or if less the actual cost, when traveling is necessary on 22nd November 2023.

- £35, or if less the actual cost, on 23rd November 2023 for all representatives.
- Up to £35 for those unable to return home by 2000 on 24th November 2023 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 board of 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 24th November 2023.

Other items

- Taxis may be claimed for travel to a railhead/airport where the cost is less than mileage + parking.
- No honoraria or locum reimbursement is made by the GPDF.

The GPDF asks all LMCs to review and abide by the reimbursement policy above. In the event that claims are submitted that do not adhere to this, they will be returned to the submitting LMC for amendment.

Yours sincerely

David Wood
GPDF