



**ULTRASOUND 2016**

**TRAVEL EXPENSES CLAIM FORM**

PLEASE RETURN THIS FORM TO

**Joy Whyte – BMUS General Secretary**  
**Margaret Powell House, 405 Midsummer Boulevard, Milton Keynes MK9 3BN**  
**BY 31<sup>st</sup> January 2017**

Please note that only expenses which have been appropriately incurred in accordance with the BMUS expenses policy can be paid

NAME OF MEETING: <b>Ultrasound 2016, York Racecourse, York</b>	DATE: 7 <sup>th</sup> – 9th December 2016
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CLAIMANT :
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**BANK DETAILS**

<b><u>For UK Account holders</u></b>	
BANK :	
SORT CODE :	ACCOUNT No :

<b><u>For Overseas Account Holders</u></b>
Please see the attached Unity Trust Overseas Transfer form, please complete all details marked with an *

**EXPENSE CLAIM**

AIRLINE FARE *** Standard class only  must be pre-authorized by General Secretary	£	TRAIN FARE *** Standard class only	£
CAR MILEAGE (35p per mile for 100 miles 17.5p thereafter)	£	TAXI FARE ***	£
OTHER TRAVEL EXPENSES *** (Limited to £15 per day)	£	<b>TOTAL EXPENSES CLAIMED</b>	£

**\*\*\* Please note only receipted expenses will be re-imbursed.**

Office Use Only	BACS Number	Date
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## ULTRASOUND 2016 EXPENSES POLICY

### GENERAL :

As a charity with limited resources, BMUS relies tremendously on the goodwill and forbearance of individuals in claiming expenses. Nevertheless, it is BMUS policy to offer full re-imbursment of out-of-pocket expenses incurred on its behalf, provided that the nature of these expenses has been agreed in advance.

BMUS will only make reimbursement for reasonable actual expenses necessarily incurred and supported by a receipt. As part of its commitment to cost control and value for money, BMUS requires that all expenses adhere to these requirements or if the potential expense is not covered, that it be agreed on a prior basis.

- Petrol/Mileage costs incurred on BMUS business.
- Travel costs to and from home to any meeting place

### PROCEDURE :

Claims for expenses should be made on the BMUS claim form (overleaf) and can only be reimbursed by direct bank transfer. Original receipts must be attached to support all claims and if VAT has been charged, should contain the VAT number and the rate of VAT charged.

**Foreign Currency** - Where expenses have an element of foreign exchange, the BMUS office will repay in sterling taking the rate in effect on the day of the claim.

### TRAVEL :

**Rail travel** - should be booked in advance wherever possible to take advantage of ADVANCE fares, and all journeys should be made on a **standard (2<sup>nd</sup> class) basis**. You will be expected to avoid "open" tickets unless unavoidable. Please note, business class (1<sup>st</sup> class) travel will only be re-imbursed by prior agreement with the General Secretary.

**Private Car Usage** - if an individual's car is used, BMUS will pay the mileage rate listed overleaf. Individuals should make sure that the amount claimed is less than would have been incurred by rail travel. BMUS cannot pay for congestion charges, parking fines, or other motoring related fines. Individuals should note that as they, and not BMUS, are personally responsible for the relevant insurance of the car if the purpose of travel is on College business. BMUS is not able to pay any insurance contribution.

**Car Parking** - there is complimentary car parking available at York Racecourse that you are speaking at the meeting. There is minimal car parking available at the BMUS base hotel.

**Taxis** - Taxi fares from York Railway Station to the venue or the BMUS base hotel will be accepted. The cost will be in the region of £5 from the railway station to both York Racecourse and the BMUS base hotel.

**Air travel** - BMUS would only wish to sanction the use of air travel where the distance covered makes it a practical alternative to rail. BMUS expects that all such travel will be booked well in advance to take advantage of APEX fares. It should be noted that to avoid disparity BMUS would expect that the maximum payable for air fares would be capped at the same levels as train fares and must be at **Economy** fares. Anyone wishing to travel by air must in the first instance discuss this with the General Secretary.

### SUBSISTENCE :

No out of pocket expenses for any form of subsistence will be re-imbursed.