



EXPENSES REIMBURSEMENT POLICY

November 2015

Introduction

1. For some Pharmacy Management events travel expenses may be claimed. This policy sets out the payments that will be available. **The availability of travel expenses will be notified with the invitation or booking confirmation.** In the absence of such a notification expenses cannot be claimed from us.

Allowable expenses

2. Pharmacy Management is willing to obtain train and air tickets by agreement.
3. Where personal cars are used, mileage will be reimbursed at 45p per mile. To encourage car sharing, the rate will be increased by an additional 5p per mile per passenger.
4. The distance claimed should be the actual distance up to the distance between home address and the location of the event.
5. Train fares will be reimbursed for second class rail travel only. We would expect advance purchase tickets to be obtained rather than tickets purchased on the day.
6. Bus travel will be reimbursed at cost.
7. Underground fares, tolls and car parks will also be reimbursed at cost. An Oystercard printout is acceptable as a receipt for underground train travel.
8. In some circumstances air travel may be a cheaper or more convenient method. Similarly, there may be occasions when an afternoon or evening train and an overnight stay is cheaper or more convenient than a morning train. Before booking according to this paragraph please contact the Pharmacy Management office for pre-clearance.

Claim procedure

9. A claim form will be forwarded to eligible participants following an event. It should be returned to Pharmacy Management with all relevant original receipts.
10. All claims are subject to verification by Pharmacy Management.
11. Payment will be made by electronic bank transfer direct to your account unless specific arrangements have otherwise been made directly with the Pharmacy Management office. These payments will be made 45 days after the event or, where feedback is a **required** element of the attendance, 45 days after that has been received. If feedback is required rather than invited, that will be made clear when the agenda is sent.
12. The decision of Pharmacy Management directors as to whether claims comply with this policy shall be final.

Transparency

13. Travel expenses are not regarded as confidential and may be disclosed in response to Freedom of Information requests.