



BAPEN CONFERENCE EXPENSES ENTITLEMENT

BAPEN very much appreciates your agreement to participate in the annual conference and aims to ensure that you are not out of pocket through your participation in the event.

Eligible Expenses:

Public transport: fares including trains, buses, underground and short haul flights within Europe will be reimbursed at the standard fare rate for the journey. The claimant must take the most cost-effective, safest and appropriate route/means of transport for both BAPEN and the individual.

Use of personal vehicle: members may use their own vehicles if they wish, at their own risk. Vehicles and driver must be operating legally and be appropriately insured. Parking fees, congestion charges and toll charges will be met by the Association, but not parking fines, speeding or other vehicular offences

Taxis: taxi fares will be reimbursed if there is no practical or reasonable alternative to getting to the destination, a taxi would offer a reasonable cost-neutral/saving (e.g. taxi fare is cheaper than car-parking at a station or airport), sharing of a taxi with others is cost-neutral/offers a saving, or if the individual has a disability, or a situation of vulnerability, such that public transport is not appropriate. The reason for using a taxi should be stated in the free text box of the claims webpage to enable and assist in the payment of expenses.

The table below shows an overview of your entitlements.

Travel Expenses: Where travel expenses can be claimed as outlined above and in the table below, the following applies:

- Public/arranged transport should be used wherever possible.
- Travel by car (see claim form for mileage reimbursement rates)
- circumstances where a taxi fare can be claimed (receipts required)
- Standard class rail travel
- Economy flights (all flights should be approved beforehand with BAPEN office)

Note: If first class travel is booked, BAPEN will reimburse up to face value cost of a standard-class ticket at the time of booking and the claimant is to cover the cost for the upgrade (Please take a screenshot of both fares at time of booking and submit with your expenses).

If the claimant can provide evidence that first class was cheaper than standard class at the time of booking, via a screenshot, then first class travel will be reimbursed.

If you have a railcard that gives you a discount, it would be much appreciated if you could please make use of the discount this provides to purchase the most cost effective ticket at time of booking.

Accommodation: BAPEN will pay for accommodation nights as per the table below in a standard single occupancy room on a bed and breakfast basis at a local hotel. Additional nights can be booked through Medivents at a cost that will be indicated on your speaker requirements form.

PLEASE NOTE: Additional room nights requested will be at your own expense and are payable to the hotel on check-in. If you choose to book your own accommodation, you may claim up to the value of the accommodation booked by BAPEN. However, please confirm with the secretariat at the time of accepting the invitation to speak in order avoid any duplication of booking and so that we can inform you of the allowance available per night.

Subsistence: All food and beverage included in the conference day are provided complimentary as part of your complimentary registration to the conference. However, BAPEN is not able to cover any additional subsistence costs incurred outside of the main conference programme.

Social Programme: Please indicate on the requirements form received if you would like to attend the BAPEN Conference Dinner. The secretariat will forward a payment link if applicable to enable you to settle the cost of your ticket in advance of the conference. The table below indicates whether or not you are eligible for a complimentary place.

Making Claims

Expenses claimed must be for actual costs incurred wholly, exclusively and necessarily in performance of your participation in the conference.

All claims must be completed and submitted on the appropriate electronic form
<https://www.bapen.org.uk/claim-form-for-reimbursement-of-expenses>

Date of Policy: June 2024

Date of Review: June 2026

Complimentary where stated, otherwise (£) indicates the cost is payable via the payment link sent by Medivents in advance of the conference.

	Pre-conference study day registration	Annual conference registration	Conference dinner	Accommodation	Travel expenses
Annual conference speakers UK based	£	Complimentary	£	1 night per day's speaking commitment	Yes
Annual conference speakers Overseas	£	Complimentary	Complimentary	1 night per day's speaking commitment	Yes
Annual conference chairs	£	Complimentary	£	1 night per day's chairing commitment	Yes
Chair of programme Committee	£	Complimentary	Complimentary	2 nights	Yes
Executive and trustees	Complimentary	Complimentary	Complimentary	2 nights	Yes
Council members (not on executive)	£	Complimentary if supporting the meeting (e.g. chairing/judging)	Complimentary	1 night Monday night accommodation (as per policy)	Yes
Core groups	£	2 Complimentary	£	None	Yes
Life member	£	Complimentary	£	2 nights	Yes
Committee meeting attendee (SIG or Faculty)	£	£	£	1 night	Yes
Panel member	£	£	£	None	No
Masterclass speakers UK based	Complimentary	£	£	1 night	Yes
Masterclass speakers Overseas	Complimentary	£	£	1 night	Yes
Masterclass chairs	Complimentary	£	£	1 night	Yes
Masterclass Programme Chair	Complimentary	£	£	1 night	Yes
Nutrition Village Speakers	£	Day of session complimentary	£	1 night	Yes

£ = payment required

For registration fees, please see the BAPEN website