



Guidance on expenses for meetings and conferences

This document outlines the entitlement for reimbursement of expenses related to BAPEN activity.

BAPEN committee meetings

1. BAPEN will pay for travel expenses* to and from an approved BAPEN committee meeting
2. If the committee meeting results in an overnight stay then this may be reimbursed, but prior approval# is needed with justification for the overnight stay
3. With an overnight stay between 2 meetings then BAPEN will reimburse the dinner up to £30 per head (list of attendees and receipt required)

Attending a BAPEN related working party or other meeting

1. BAPEN will pay for travel expenses* to and from an approved meeting
2. If the approved meeting results in an overnight stay then this may be reimbursed, but prior approval# is needed with justification for the overnight stay

Regional reps meetings

1. BAPEN will pay for travel expenses* to and from an approved meeting
2. If the approved meeting results in an overnight stay then this may be reimbursed, but prior approval# is needed with justification for the overnight stay
3. A dinner is often arranged after regional reps meetings and in view of the fact that many contributors are not otherwise recognised, BAPEN will reimburse the dinner up to £30 per head (receipt required)

BAPEN Regional meetings

1. The core regional team who were involved in organising a regional meeting are entitled to reimbursement of travel expenses for the meeting itself.
2. BAPEN will reimburse reasonable secretarial costs with prior agreement from the Treasurer
3. If there is an organisers' dinner, then the reimbursement will be up to £30 per head (receipt required)
4. BAPEN will contribute up to £2000 in advance to enable organisers to set up regional meetings. This will then be deducted from any surplus before splitting any remaining surplus 50:50 with the regional organisers. BAPEN will keep a record of any regional surplus until used to pay for any regional initiatives related to nutrition that have been decided by the regional teams. Organisers of regional meetings should submit their budget to the BAPEN Office and the Treasurer (budget template available from the BAPEN Office) and all invoices / receipts will be handled by the BAPEN Office.
5. BAPEN office will liaise with the regional teams to organise sponsors and allocate sponsors who are entitled to sponsorship of regional meetings as part of their Industry membership of BAPEN.

Attending a committee meeting during a BAPEN conference

1. Individuals attending a committee meeting at a conference are eligible for reimbursement of travel expenses if they are not attending the meeting
2. Individuals attending a committee meeting at a conference who are also registered to attend the conference are not eligible for reimbursement of their travel expenses for the committee meeting (the only exception is for individuals who have been given free conference registration)
3. In the circumstance that the committee meeting results in an individual not being able to attend the conference, even though they registered, then they would be eligible for reimbursement of travel expenses (one way or return, depending on their subsequent attendance at the conference)
4. In the circumstance that the committee meeting requires an individual to attend an extra day around a conference, then they would be eligible for reimbursement of expenses (overnight stay)



Reimbursement for BAPEN conference attendance

1. Life member

Conference registration, accommodation and travel are reimbursed

2. BAPEN Executive member

Conference registration, accommodation and travel are reimbursed (it is expected that BAPEN Exec members will attend BAPEN conferences and attend numerous meetings at conferences)

3. BAPEN Council member

Accommodation and travel are reimbursed if the Council meeting results in an overnight stay

4. Chair of Programmes Committee

In recognition of the amount of work involved in developing the BAPEN conference, conference registration, accommodation and travel are reimbursed

5. Speakers

a. Invited speaker: entitled to 1 day registration, travel expenses and overnight accommodation if required (if speaking on more than one occasion on different days then they are entitled to 2 days registration and overnight accommodation)

b. Invited international speaker: entitled to full conference registration, accommodation, ticket to Annual dinner if required and economy class travel (rail / air). Prior approval from the treasurer is essential#

6. Session chair

No reimbursement for being a session chair on its own

* Reimbursed travel expenses	Travel by car (see claim form for mileage reimbursement rates) Essential taxi fares (receipt required) Second class rail travel Economy flights (all flights should be approved beforehand with BAPEN office)
** Remibursed accommodation expenses	To a maximum of £120 per night (receipt required) All accommodation for Executive members attending meetings at Conference to be booked through the BAPEN Office
#Any uncertainties contact BAPEN office and/or the treasurer to discuss on an individual basis	