



Association for Palliative Medicine of Great Britain and Ireland EXPENSES POLICY

1. Introduction / Statement of Purpose

This policy applies to all those who incur costs while engaged in business at the APM's request as of April 2015. It is a framework that covers how an individual can claim and be reimbursed for reasonable and authorised expenses that are incurred while doing business for the APM.

Individual members are responsible for his /her choices and must be able to justify all expenses incurred.

2. APM Expectations and Policy Compliance

As a committee member/employee, we expect you to:

- Behave honestly, responsibly, and within the guidelines of this policy (e.g. keep costs low)
- Submit expenses as soon as possible and within enough details to explain why you've made the purchase
- Keep all receipts and provide VAT receipts (not just credit card slips) so we can reclaim VAT and because HMRC requires them

If employees/committee members don't comply with the policy, we can delay reimbursement or reject claims. Persistent or deliberate non-compliance may result in disciplinary action.

3. Fraud, Bribery & Corruption

The APM has a zero tolerance approach to bribery – in compliance with relevant anti-bribery laws in all the regions in which we operate. Offering or accepting a bribe, or behaving corruptly in anticipation of a bribe or advantage is not acceptable. Please refer to the APM position on doctors' relationships with industry via the APM website:

<http://www.apmonline.org/documents/140472872597793.pdf>

4. Types of Expenses - What's Allowable

a) Travel Related Expenses

Individuals must seek to secure the most economically advantageous means of transport.

The following travel-related expenses can be claimed:

- **Public Transport**
Use public transport where possible. Please keep receipts.
- **Air and rail travel**
The principle is to travel by the cheapest available ticket. Bookings should be made in economy/standard class and made at least eight days in advance (to take advantage of discounts). However if you can beat the advance booking standard price, higher classes are acceptable. All tickets purchased on the day of travel will be reimbursed at standard class only. Where appropriate, bookings must be supported by a rail pass. Claims should be based on the standard rate rail fare at the time of purchase if this is cheapest but may be supported by receipts for first class tickets where the member is happy to cover the difference.
 - **Wi-Fi:** Reasonable internet connectivity charges can be added to travel expenses.
- **Road travel**
 - **Car Mileage:** You can claim up to 45p/mile.
 - **Parking Costs:** You can claim parking costs. Receipt of parking will be required.
- **Taxis:**
Taxis are only acceptable if there is no public transport or if you are in an unsafe area. Using a taxi is also acceptable if there is a group of people sharing. Always keep a receipt that includes the date.

b) Accommodation

- **Hotels:**
Hotels can be booked either through the APM Secretariat or through your own means. The average price-to-beat for a hotel room is
 - £80 generally
 - £100 for an inner-city rate
 - £120 for London hotels.

You are responsible for all hotel cancellations.

- **Internet connectivity:**
Use free Wi-Fi whenever possible. Reasonable internet connectivity charges can be added to a hotel/travel bill unless already part of the negotiated rate.
- **Meals:**
You will be expected to pay for your own food and drink. *(Not applicable if breakfast is included in your room booking)*

c) **Exceptions**

The following travel-related expenses will **not** be reimbursed.

- Credit, debit and charge card fees (including interest, annual costs)
- Laundry service/dry-cleaning (unless trip is longer than 4 nights)
- Mini-bar contents
- Movies/videos, newspapers
- Parking fines
- The loss/theft of goods
- Childcare or pet care
- Any personal elements
- Damage to personal vehicles
- Spa and health/fitness clubs
- Clothes
- Flowers, sweets, confectionary
- Birthday cakes or cards for employees
- Tourist attractions
- Bar bills

There might be other things that we won't pay for, so make sure you explain the APM business reason for each claim.

Review Date: 2 April 2015

Next Review Date: April 2018 (3 years)