



British Society for Antimicrobial Chemotherapy

EXPENSE CLAIM FORM

Please write clearly and in block capitals. After completion of the form, please send (together with all receipts) to: Dr Margaret Logan, Honorary Treasurer, BSAC, Griffin House, 53 Regent Place, Birmingham B1 3NJ

Name of Applicant	<input type="text"/>		
Cheque payable to	<input type="text"/>		
Address	<input type="text"/>		
Title of Meeting	<input type="text"/>		
Venue	<input type="text"/>		
Date of departure	<input type="text"/>	Date of return	<input type="text"/>

DETAILS OF EXPENSES

Travel details:

please include all original receipts for travel

Details of other expenses:

Mileage: First 60 miles 49.1p, 29.1p per mile thereafter

VAT

TOTAL CLAIM

£

p

I certify that this claim provides a correct record of expenses necessarily incurred by me in attending/arranging the above meeting and that I have not claimed any part of these expenses from any other body.

Signature of Claimant

Date

FOR OFFICE USE ONLY

Cheque number:

Signatory Approval 1.

2.

BSAC TRAVEL EXPENSE GUIDELINES

- 1 It is the policy of BSAC to reimburse individuals all reasonable expenses incurred while on BSAC business, where prior authorization has been obtained.
- 2 Payment is limited to out-of-pocket expenses actually incurred, as demonstrated through the production of original receipts and within the limits outlined below.
- 3 Whenever possible, claims should be made within 14 days of travel and BSAC undertake to complete reimbursements within 15 days of receipt. The Payment of expenses submitted more than 12 months after incursion will be paid at the discretion of the Honorary Treasurer.
- 4 All reasonable expenses incurred while travelling on BSAC business will be reimbursed. Expenses for partners will be covered when Officers (or their official designate) attend a function where partners are invited.
- 5 **Air Travel**
 - 5a Full economy airfare is the maximum amount payable for travel in UK and majority of Europe. Business class airfare is acceptable for flights with a direct flying time of at least 5 hours. Original tickets must accompany the expense claim form.
 - 5b BSAC will reimburse travellers who are travelling internationally for any additional medical coverage purchased to ensure medical protection while on BSAC business.
 - 5c Travellers are encouraged to book advance purchase flights as early as possible in order to minimize costs. BSAC appreciates all efforts made in this regard. Where staying over Saturday night provides considerable savings on air travel for a non-weekend meeting, expenses for up to two additional days shall be reimbursed provided this option is still more economical than a full fare economy ticket.
 - 5d The minimum requisite travel will be reimbursed (i.e. no additional flights other than direct arrival and return with necessary stopovers) unless alternative arrangements have been approved.
- 6 **Rail Travel**

First class travel is permitted for journeys that exceed 2 hours, for travel in and out of London at peak times and for travel at peak times on Fridays, otherwise standard fare travel will be the maximum reimbursed. Original receipts/tickets must accompany the expense claim form.
- 7 **Automobile Travel**
 - 7a All reasonable expenses for taxis and/or airport transfers by private car while travelling on BSAC business will be reimbursed upon receipt of supporting vouchers.
 - 7b Personal vehicles may be used when overall economy is ensured. Travellers are reimbursed the BSAC mileage rate in effect at the time of travel. Travellers who choose to travel by private vehicle may claim the mileage rate in effect at the time of travel or standard class return rail fare plus taxis, whichever is less.
 - 7c Car rentals will be reimbursed only in non-routine travel situations. Prior approval must be sought from the Honorary Treasurer.
- 8 **Hotel Accommodation**

Travellers will be advised when group rates are secured for meetings. Original hotel invoice should be attached to the expense claim.
- 9 **Private Accommodation**

Arrangements to reside in accommodation other than in a hotel, reasonable expenses will be reimbursed provided the overall expenses do not exceed the cost of hotel accommodation as secured through BSAC group rates, if applicable.
- 10 **Meals**

Reasonable expenses for meals while travelling on BSAC business, including taxes and tips will be reimbursed. Receipts for all meals expenses incurred directly by the traveller must accompany the expense claim for reimbursement.
- 11 **Other**

Claims for other reasonable expenses must be identified and are to be accompanied by original receipts. Where a request for reimbursement of expenses contains expenses not explicitly addressed in the Travel Expense policy, a detailed explanation of the expense is requested. Based on the information provided, the Honorary Treasurer will make a decision with respect to the request. It is in the best interest of the traveller to obtain authorisation for such expenses prior to incurring them whenever possible.
- 12 **Travel Expense Claim Administration**

Travel claims and all accompanying original receipts must be submitted on the official BSAC claim form to the Honorary Treasurer at BSAC, Griffin House, 53 Regent Place, Birmingham, B1 3NJ.