03 December 2018

Dear Representatives and LMCs

**LMC Conference 2019 - reimbursement of expenses – Representatives of LMCs**

The 2019 LMC Conference will be held in Belfast on 19 and 20 March 2019. This letter applies only to Representatives of LMCs, other members of Conference will make claims for expenses through the BMA.

In a change to the previous arrangements, individual Representatives will not receive expense reimbursement directly from the GPDF, but each LMC will be able to claim for its Representatives’ expenses within the prescribed limits. This change from previous arrangements enables the GPDF to work more efficiently as we are very conscious that the funds entrusted to the GPDF to enable proper representation of the profession are given to us from the hard-earned income of our colleagues.

I am sure you agree that Representatives and LMCs do have a responsibility to the fund and this can usually be achieved by booking accommodation in advance and using cheaper advance or split fares. Where LMCs can demonstrate that innovative arrangements for transport make saving against the usual individual fares these do not require approval in advance.

LMCs will be reimbursed, for each Representative, the cost return fares to the Conference as set out in the attached schedule. Overnight accommodation may be claimed only for the night of 19 March. Only in exceptional circumstances can addition nights be claimed, and this must be agreed in advance. Arrangement for dinner on 19 March will be circulated separately. A claim for dinner on 20 March may only be claimed where return home is after 2000; where this is provided as part of a ticket no claim is allowable.

A rate card giving details of the hotel rates offered by PHR is at <http://www.phrweb.co.uk/events.aspx?event=lmc> (you need to put in lmc19 as the event code). Representatives are not limited to using these hotels, and better rates may be available by booking online. I urge you to make bookings soon and take advantage of online savings and I will not be prepared to offer additional reimbursement for those who book late. The **accommodation reimbursement rate (including breakfast and VAT) is capped at £150 in Belfast.**

I hope these arrangements and the reasons behind them are clear. A summary is appended to this letter.

Yours sincerely,

**J Canning
Director of Operations**General Practitioners Defence Fund Limited

**Summary of reimbursement policy for Representatives attending the
 LMC Conference 2019**

**General**

* No reimbursement will be made for expenses incurred by observers or where the LMC has been notified in advance it has not paid in full its voluntary levy for 2017 and previous years, or made arrangements to do so
* Reimbursements will be made against an invoice from the LMC giving details of the Representatives and full details of their expenses with copies of the original receipts (not credit card slips)
* Claims must be submitted within 6 weeks of the end of conference, i.e. **by Friday 4 May 2019; claims received after this date will not be paid**
* Where a Representative fails to return their electronic voting pad a deduction of £100 will be made from expenses reimbursed to cover the cost of the pad and associated administration
* Invoices should be sent electronically to doo@gpdf.org.uk

**Travelling expenses**LMCs are able to claim for their representatives:

* If travelling by **air**: at economy rate
* If travelling by **train**\* First Class travel can be claimed for single journeys over 50 miles. The cost of a first-class overnight sleeper may be claimed for journeys over 250 miles
* Off Peak, Advance Single tickets or group bookings should be used wherever possible
* The cost of a **standard class** ticket only will be reimbursed for travel on the Heathrow, Gatwick or Stansted Express for those travelling via London
* If travelling by **car**\*\*: mileage will be paid at 45p per mile for the round-trip journey to the home town, irrespective of engine size; carrying a passenger does not increase the amount per mile reimbursed
* **Bus**/**tube** fares will be reimbursed at actual cost. Oyster cards should be used wherever possible/applicable if travelling via London.

\*With some rail ticket purchases, it is often cheaper to buy two single tickets than a return. When purchasing rail tickets, Representatives are encouraged to get the best possible fare. This can often be achieved by booking as far in advance as possible; it may also be cheaper to buy two tickets (ie A to B and B to C so long as the train stops at B) whilst staying on the same train [see <http://www.splityourticket.co.uk/>]. As many train ticket websites now offer tickets without any form of service charge I will not allow more than the face value of the ticket concerned; collection receipts should not be used unless these indicate the fare, class of travel and start and conclusion of the journey.

***\*\*Motor vehicle insurance*** *Whilst a vehicle used by you, of which you, your spouse, a relative or partner (whether civil or business), are the registered keeper, may be insured for Social, Domestic and Pleasure purposes, it is your responsibility alone to ensure that the vehicle is properly and adequately insured when used for a business purpose.*

*You should consult your insurer to confirm that the motor insurance policy covers you when on business for the GPC, its subcommittees and the GPDF. You may also wish to confirm that cover extends to journeys undertaken by you to your LMC and any LMC or BMA Conference.*

*Consequently, if you are the driver of a motor vehicle, including a motor bicycle, used to attend any of the meetings described, and this Conference in particular, you are solely responsible for ensuring that the vehicle and its passengers are properly covered by a motor insurance policy and that you have done nothing to invalidate that insurance policy. You are also responsible for ensuring that any person who is driving your motor vehicle with your permission is protected.*

*The GPDF and the GPC accepts no responsibility whatsoever for any damage caused to a third party, or to you or to the driver of the vehicle in the event of any loss sustained as a result of or during the use of the motor vehicle in question.*

**Overnight expenses (the rates shown below include breakfast and VAT)**

* Up to £150 may be claimed for 19 March

**Subsistence**

* £35 for dinner for those unable to get home by 2000 on 20 March
* No claims for reimbursement of the cost of lunch will be approved
* No claims for reimbursement of room service, internet access, newspapers or drinks will be approved

**Excluded expenses**

Please note that the following expenses will not be reimbursed unless agreed in advance by the Director of Operations of the GP Defence Fund where there are exceptional reasons for payment or where expenditure leads to higher costs being avoided.

* Taxi fares for travel within Belfast other than to/from the airports
* Additional non-conference related car mileage
* Accommodation costs for the night of 18 or 20 March

**Other items**

* Taxis may be claimed for travel to a railhead/airport where the cost is less than mileage + parking
* Parking fees and/or Congestion Charge in London will only be reimbursed where the cost of driving + parking is less than rail + station parking or no reasonable rail journey is possible
* Internet access charges will not be reimbursed
* No other expenses will be reimbursed unless agreed in advance by the Director of Operations of the GP Defence Fund who will require evidence that there are exceptional reasons for payment or where expenditure leads to higher costs being avoided. If approved a copy of the approval email must be appended to the claim
* Virement between types of expenses is not permitted
* Locum costs will not be reimbursed.