



## **POLICY FOR EXPENSES PAYMENTS AND SESSIONAL PAYMENTS**

### **Principles underlying the expenses and sessional payments policy**

The BDA is a membership organisation. As such it relies on the knowledge, time and dedication of its members. While the majority of time contributed to the Association's work is voluntary, members should be able to contribute to its work without incurring significant financial loss.

The Association has not for profit status. Its funds derive almost exclusively from its membership. All staff and members should remember that they are in effect stewards of member money. As such all expenditure should be reasonable and in the best interests of the Association

A membership organisation should be accountable to its members, transparent in its dealings and trusted. Therefore a reasonable level of checking and authorisation is appropriate in all financial transactions.

Having incurred expense on behalf of the Association members should be confident of swift reimbursement.

### **1. Expenses**

- 1.1 Expenses will only be met by the Association if they cannot be claimed from another organisation.
- 1.2 All claims should be submitted within 28 days of the visits return journey. Late claims will be referred to the Finance Committee for authorisation.
- 1.3 Claims submitted more than three months late will not be considered unless there are exceptional circumstances, which must be explained in writing and submitted to the Finance Committee.
- 1.4 Expenses are normally only paid to BDA members.

1.5 All expense claims should be made in the best interests of the Association. Decisions on expenditure should be based on economy, availability and practicality.

## 2. Who can claim

2.1 Expenses can be claimed by:

(a) Members of the following bodies who are attending meetings of the:

- **PRINCIPAL EXECUTIVE COMMITTEE** and any standing committees, sub-committees or working parties as may be established from time to time.
- **NATIONAL AND UK COUNCIL** and any standing committees, sub-committees or working parties as may be established from time to time.
- Bodies outside the Association where members are appointed to represent the Association by the Principal Executive Committee or any of the standing committees.

(b) Chairs of standing committees when attending meetings they deem necessary in the exercise of their function as chair but after prior written authorisation in each case by an executive director. The same authority is required in connection with the payment of any sessional payment for such meetings. When acting on behalf of the chair, the vice-chair, or failing them a nominated committee member is similarly entitled.

(c) Branch officers and other members invited by the Association to attend training days, focus groups, workshops etc.

(d) In addition, there is a discretionary category to cover representation essential to the efficient functioning of the Association, including occasions when members are invited to attend functions on behalf of the President or Chair of the Principal Executive Committee. In such cases there must be prior written authorisation from an executive director.

(e) Members receiving honours at formal Association events can claim first-class return rail fare, together with up to two nights' hotel allowance and up to six meals (three maximum per day) at the standard rates.

(f) Accredited representatives can claim reimbursement of expenditure necessarily incurred on behalf of the Association within the approved limits.

### **3. STANDARD TRAVELLING AND SUBSISTENCE ALLOWANCES**

- 3.1 Travelling and subsistence allowances are only paid for expenses incurred within the UK unless authorisation has been obtained in advance from an executive director for any overseas costs.
- 3.2 The following are the guidelines on the standard expenses that can be claimed:

#### **Rail Travel**

The BDA will reimburse standard class rail fare from the nearest convenient railway station. Whenever possible, tickets should be obtained in advance in order to obtain the best discounts. On-line ticketing services such as [www.thetrainline.com](http://www.thetrainline.com) or [www.nationalrail.co.uk](http://www.nationalrail.co.uk) will show the fares available on differently timed trains.

#### **Travel by Car**

Public transport should be used in preference to a private car. Where use of a car is unavoidable or use of public transport is impractical you should claim the actual mileage travelled to and from your destination. Prior approval is required from the Finance Director before private car use can be claimed.

The current mileage rate is shown in Annex A

#### **Air Travel**

The cost of airfares will be reimbursed if it can be demonstrated that the total cost of travelling by air, including the cost of getting to and from airports and any parking charges, is cheaper than alternative public transport options. If travelling by air avoids an overnight stay this can also be factored into the comparative cost. Airfares will also be reimbursed if there is no practical surface public transport alternative. When booking airfares you should check the availability and practicality of low-cost airlines such as Easyjet, Go and BMI.

#### **Parking and Tube Fares**

The cost of parking at airports or train stations together with the most economical (given the constraints of availability and practicality) tube or bus fares will be reimbursed. Expenses will not be reimbursed for parking at meters or for any parking penalties received.

Members claiming tube fares should use an Oyster card, which gives cheaper rates than a normal ticket. Frequent visitors to Wimpole Street should provide an activity report as documentation.

### **Taxi Fares**

Taxi fares in London are not normally an allowable expense unless there are exceptional circumstances. In the event of a taxi fare being claimed then a precise reason must be given on the claim form before consideration can be given for reimbursement.

### **Meals**

Members can claim up to three meals while on BDA business in line with the rates in Annex A. The limits do not include snacks over and above the meal allowance and members are reminded that these are upper limits and not regarded as the norm for all claims. Breakfasts would normally only be claimed by those staying overnight prior to an Association meeting, or where the time of travel made a normal breakfast inappropriate. Evening meals would normally only be claimed by members staying overnight on BDA business but members who will be arriving home late in the evening (and therefore would be unable to eat at a reasonable time otherwise) are eligible to claim.

All claims must be supported by receipts. The Association reserves the right to refuse reimbursement should receipts not be provided. In these circumstances the Association reserves the right to refuse to enter into correspondence or offer explanation as to its decision. Original receipts must be supplied with the expenses claim.

Meals cannot be claimed where a meal is provided by the BDA or is included in the cost of a hotel.

### **Overnight Stay**

When an overnight stay is unavoidable the Association will pay a standard hotel allowance as set out in Annex A.

A courtesy overnight allowance will be paid if a member stays with family or friend if an overnight stay in a hotel would otherwise have been required.

## **4. SESSIONAL PAYMENTS**

4.1 The following are the rules of the sessional payment scheme:

A sessional payment, which reflects the value to the Association of a member's attendance and is intended to compensate members for their loss of practice time, is paid for every session or part session foregone by members serving the Association on the Principal Executive Committee, Standing Committee or on any other body as may be nominated by the Principal Executive Committee from time to time.

The sessional payment is payable for days normally worked i.e. it excludes days not usually worked by a part-time member. The current sessional payment rate is set out in Annex A.

- 4.2 The sessional payment is payable in respect of sessions or part-sessions foregone on weekdays (Monday to Friday) which would otherwise have been worked, with a maximum payment of two sessions per day. This applies to sessions worked over and above the qualifying sessions (see pt 4.3).
- 4.3 The payment will be made only for those qualifying sessions that are in excess of four sessions per scheme year. The scheme year runs from 1 October to 30 September.
- 4.4 Members should submit sessional claims listing all meetings, including the first four sessions, for which no payment will be made. In order that the Association can assess the financial implications of any proposed changes to the sessional expense allowance scheme, it is important that members submit details of all sessions foregone even if they do not result in a valid claim under the current four-session rule.
- 4.5 Sessions will only be paid if they cannot be claimed from another organisation.
- 4.6 Attendance to the General Dental Practice Committee or subcommittees do not qualify for reimbursement of sessions.
- 4.7 In normal circumstances sessions will only be paid to BDA members.
- 4.8 In exceptional circumstances, such as a late cancelled meeting or train cancellation, a qualifying session may be claimed if approved by an executive director.
- 4.9 Attendance at the Association's annual conference and the annual conference or special meetings of the Local Dental Committees does not qualify for reimbursement unless, for exceptional reasons and authorised in advance, a meeting of an eligible committee is held at the same time as these conferences. In this case reimbursement will only be made for attendance at that meeting and not at the conference itself.

- 4.10 Sessional payments are reimbursed to the member's practice, not the member. Members should make banking arrangements that reflect this. Payments are made gross of tax. It is the member's responsibility to ensure that appropriate tax is paid.

## **5. Sessional payments for FDI and other international meetings**

If applicable, sessional payments are payable to the official BDA delegates at the FDI International Meeting to include sessions attended and travelling time for a maximum of three delegates. Other meetings of the ERO, EU Liaison Committee and the Advisory Committee on Training, together with qualifying travel days, also qualify for sessional payments.

## **6. Sessional payments for meetings held remotely**

The duration of shorter meetings of Committees and Councils during working hours can be added together until the accumulated hours equates to a whole session. Once the accumulated hours reach a whole session, expenses can be claimed.

A session is defined as 3-hours and a maximum of two sessions can be claimed per day.

The rules stated in section 4 apply to sessional payments for remote meetings.

Members should submit sessional claims listing the duration of all meetings attended to support their claim.

## **7. Arrangements for members of the Principal Executive Committee**

### **7.1 Stipends**

Self-employed members of the Principal Executive Committee are paid a stipend rather than claiming individual sessions. This reflects the requirement that these members assume personal liabilities and dedicate greater time outside of committees to BDA business.

### **7.2 Expenses**

a) All reasonable out-of-pocket expenses, travelling and hotel bills will be reimbursed when incurred on Association business. This includes the

option of first class rail travel when deemed reasonable and in the best interests of the Association.

b) All reasonable out-of-pocket expenses are paid for attendance at the Association's annual conference and for attending any official functions there.

7.3 The Chair of the Principal Executive Committee may claim all reasonable out-of-pocket expenses for him/herself and a guest for attending the Association's annual conference and any official functions there.

## **8 The President and President-elect**

8.1 The President will receive a stipend equivalent to a Level One member of the Principal Executive Committee if applicable.

8.2 The President may claim all reasonable out-of-pocket expenses, travel and hotel bills for all visits officially undertaken within the UK on behalf of the Association by the President and a guest during the year of office. This includes the option of first class rail travel when deemed reasonable and in the best interests of the Association.

8.3 The President-elect may claim expenses and allowances as for self-employed members of committees, with the exception that all reasonable out-of-pocket expenses will be paid for the President-Elect and a guest while attending the annual conference for induction as President.

## **9. GENERAL COMMENTS**

9.1 Wherever possible receipts for all travel, hotel, meals and car parking etc. should be submitted with the expense claim forms. The Association reserves the right to refuse reimbursement should receipts not be provided. In these circumstances the Association reserves the right to refuse to enter into correspondence or offer explanation as to its decision. Original receipts must be supplied with the expenses claim.

9.2 Officers who claim actual expenses should not normally exceed the levels set out in Annex A for each person except in exceptional circumstances. Members exceeding any allowance should provide a written justification with their expenses claim. If no explanation is provided the claim may be returned unpaid.

9.3 Travel and subsistence expenses of officers, other than the President, attending Branch/Section meetings at the Branch or Section's invitation

would normally be paid by the relevant Branch or Section. If in doubt please contact an executive director.

- 9.4 When completing a claim form please ensure that the full name of the particular committee(s) and if possible the committee code is clearly shown.
- 9.5 Unless authorised in advance by an executive director no reimbursement will be made for expenses incurred for BDA or related events that are purely social in nature.

### **Chair of the BDA Finance Committee**



## **Annex A**

<b>Mileage rate</b>	45p per mile
Per Passenger	5p per mile

### **Meal allowances**

Meal	Limit (£)
Breakfast	12.50
Lunch	16.00
Dinner	25.00

### **Accommodation allowances**

Overnight hotel allowance	£200
Courtesy overnight allowance	£25

<b>GDP Sessional rate</b>	£260
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A session is defined as a 3-hour session