



SESSIONAL PAYMENTS

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

- 1.1 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.
- 1.2 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 of the member expenses policy](#).
- 1.3 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 1.4).
- 1.4 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.
- 1.5 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.
- 1.6 Sessions will only be paid if they cannot be claimed from another organisation.

- 1.7 Attendance to the General Dental Practice Committee or subcommittees do not qualify for reimbursement of sessions.
- 1.8 In normal circumstances, sessions will only be paid to BDA members.
- 1.9 In exceptional circumstances, such as a late cancelled meeting or train cancellation, a qualifying session may be claimed if approved by an executive director.
- 1.10 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.
- 1.11 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.

2 Sessional payments for FDI and other international meetings

- 2.1 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.

3 Sessional payments for meetings held remotely

- 3.1 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.
- 3.2 A session is defined as 3-hours, and a maximum of two sessions can be claimed per day.
- 3.3 The rules stated in section 1, above, apply to sessional payments for remote meetings.
- 3.4 Members should submit sessional claims listing the duration of all meetings attended to support their claim.

