

Further information about reimbursement of expenses for the Academy of Medical Sciences - IBRO travel grants

General principle for reimbursement of expenses

The Academy of Medical Sciences will reimburse travel and accommodation expenses incurred as a result of participating in 'The developing brain in health and disease' scientific meeting, provided that they are:

- Necessary for the Academy's purposes and cannot properly be reclaimed from any other organisation.
- The amounts are reasonable and for appropriate types of expenditure.
- All claims are properly supported with VAT receipts and authorised by the Academy staff member responsible for the committee.

Attendees should complete the expenses claim form and send it, **with the relevant VAT invoices or receipts**, to the Academy within 30 days of the date on which the expenses were incurred. The Academy Officer responsible for the meeting will check the claim and authorise it for payment by the Finance Officer. Payment will be made by cheque or BACS.

Travel expenses

In nearly all circumstances the Academy will give several weeks notice of meetings, ensuring that discounts offered on advanced bookings will be available to Fellows.

- **Air travel** - there are many budget airlines that provide a reasonable service and cost a great deal less than the major carriers and we encourage you to use them. Air travel will be reimbursed at Economy Class.
- **Rail travel** – it is anticipated that tickets will be booked in advance in order to make the best use of rail cards, advance booking saver fares and cheap day returns. We encourage you to use the online Trainline.com service. **We do not generally reimburse first class travel but will consider claims if the journey has been booked in advance and is no more than the standard fare for the journey.**
- **Car journeys** – car mileage will be reimbursed at **45p** per mile, the HMRC approved amount for mileage allowance payments, and bicycle use is encouraged and will be reimbursed at 20p per mile.
- **Tube/Bus/Taxis** – it is anticipated that travel in and around London will be by public transport as much as possible. Taxis may be necessary in **exceptional circumstances** and will be reimbursed with relevant receipts.

Other expenses

The Academy will pay for overnight accommodation at Lady Margaret Hall. Please provide a **VAT invoice or receipt** for all accommodation charges.

Subsistence

The Academy will not reimburse the cost of meals or other refreshments incurred during journeys.