



EXPENSES REIMBURSEMENT POLICY

March 2023

Introduction

For some PM Healthcare events travel expenses may be claimed. This policy sets out the payments that will be available. **The availability of travel expenses will be notified with the invitation or booking confirmation.** In the absence of such a notification expenses cannot be claimed from us.

Allowable expenses

PM Healthcare is willing to obtain train and air tickets by agreement. Where personal cars are used, mileage will be reimbursed at 40p per mile. To encourage car sharing, the rate will be increased by an additional 5p per mile per passenger. The distance claimed should be the actual distance up to the distance between the home address and the location of the event.

Train fares will be reimbursed for standard class rail travel only. We would expect advance purchase tickets to be obtained rather than tickets purchased on the day.

Bus travel will be reimbursed at cost.

Underground fares, tolls and car parks will also be reimbursed at cost. An Oystercard printout is acceptable as a receipt for underground train travel.

In some circumstances air travel may be a cheaper or more convenient method. Similarly, there may be occasions when an afternoon or evening train and an overnight stay is cheaper or more convenient than a morning train. Before booking according to this paragraph please contact PM Healthcare for pre-clearance.

Claim procedure

A claim form will be forwarded to eligible participants following an event. It should be returned to PM Healthcare with all relevant original receipts.

All claims are subject to verification by PM Healthcare.

Payment will be made by electronic bank transfer directly to your account unless specific arrangements have otherwise been made directly with PM Healthcare.

All claims will be reimbursed within 30 days of the form being submitted. Where feedback is a **required** element of the attendance, 30 days after that has been received. If feedback is required rather than invited, that will be made clear when the agenda is sent.

It is regretted that claims for reimbursement received after 4 weeks of the relevant meeting date are unable to be processed and reimbursed.

The decision of PM Healthcare directors as to whether claims comply with this policy shall be final.

Transparency

Travel expenses are not regarded as confidential and may be disclosed in response to Freedom of Information requests.