F2 Expenses Claim Form and Guidelines
Please submit claim form within 1 month of the meeting. Please read guidelines overleaf.

<table>
<thead>
<tr>
<th>Payee Name:</th>
<th>Your email address:</th>
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<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Bank Account Details for Transfer:</td>
<td></td>
</tr>
<tr>
<td>Account No</td>
<td>Sort Code:</td>
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Description of claim: Please complete as applicable

BTOG Trustee or Steering Committee Meeting Date:

Speaker/chair at BTOG meeting Date:

Other – please give details:

Details of expenses claimed
Please ensure all receipts are attached

<table>
<thead>
<tr>
<th>Date of Journey</th>
<th>Mode of Travel/Description</th>
<th>Cost</th>
<th>Receipt attached</th>
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<tbody>
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Mileage details - rate of 45p/mile (see over)

<table>
<thead>
<tr>
<th>No of Miles</th>
<th>Amount claimed</th>
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</table>

Total

I declare that the claim is accurate and in connection with the business of BTOG. If a parking receipt is unavailable, I confirm that the amount claimed is as charged.
Signed Dated

Please send to: Gina Stevens, BTOG Executive Officer, British Thoracic Oncology Group, Unit 118 Greenacres, The Sidings, Leicester LE4 3BR or you can scan receipts/email to info@btog.org.
Guidelines for Claiming Expenses

- All claims for expenses must be related to the work of BTOG.
- Claims must be submitted on a BTOG claim form which will include a self-declaration that the claim is accurate and in connection with the business of BTOG. If your NHS Trust/Organisation booked travel on your behalf please ask them to issue an invoice to British Thoracic Oncology Group, FAO Dawn Mckinley, Unit 118 Greenacres, The Sidings, Leicester LE4 3BR including full details and receipts.
- Receipts/proof of claim must be attached to all claims. Payments can only be processed if all receipts are submitted.
- All claims must be submitted within 1 month following the date of the meeting.
- Claims will be paid by BACS transfer.
- You can claim travel expenses for travel booked for meetings not attended provided non-attendance is unavoidable due to sickness, family emergency, cancellation of study leave or called to on-call duty or urgent service meeting in your own NHS Trust.

Applies to all Claimants - BTOG Officers, Board of Trustees, BTOG Steering Committee Chair and BTOG Steering Committee, Patient Advocates

- Car – mileage only will be paid for the total journey miles. The mileage rate set is the same as the rate set by HMRC – 45p/mile for 10,000 miles and then 25p/mile thereafter.
- Parking – parking fees can be claimed. If a receipt is not available because the ticket is taken on exit, then you must declare this on the claim form.
- Taxi – taxi fares to/from train station or airport can be claimed. Please consider where driving/parking would be considerably cheaper than taxi fares. For travel within London, taxis should only be used where tube/bus/on foot is not possible, e.g. due to tube strike, distance, timing between other meetings. Please note this does not apply to patients.
- Travel tickets must always be booked well in advance of meetings to ensure fare discounts for early or pre-booking are applied. The only exception to this is where meeting dates are notified without sufficient notice to book in advance.
  - Trains – please do not purchase tickets on the day of travel if fares are subject to considerable increase. Book in advance of the meeting and book single journeys on specified trains wherever possible (as this is usually the cheaper option). Standard class travel is claimable. First class travel is only claimable where first class tickets are cheaper than a standard open ticket at the time of booking – you must provide proof of this with your claim (i.e. copy screenshot showing ticket prices). First class travel will not be claimable without this proof.
  - Flights – please do not purchase tickets close to the day of travel. Book well in advance of the meeting to obtain any discounts available. Economy travel only is allowed.
- Claims for subsistence or overnight accommodation must be notified and authorised in advance. Invitations to meetings will detail whether subsistence/accommodation will be claimable.
- Subsistence – if meals and refreshments are not included at the event/meeting then may claim back any reasonable expenditure for meals and non-alcoholic beverages – see section below. Expenditure should always be kept to a minimum. BTOG should be made aware of any potential claims in advance. Daily allowance guide
  - Lunch - maximum claim £15 (to include beverage)
  - Evening meal - maximum claim £20 (to include beverage)
  - Beverages only - maximum claim £10
  - Full day – maximum claim £45 (to include beverages)
- Overnight accommodation – if travel is not possible on the day of the event/meeting then can book overnight accommodation up to 4* and claim the bed and breakfast single occupancy rate. The maximum claim for bed and breakfast is £150. BTOG should be made aware of any potential claims in advance.