

BHIVA Conference expenses policy

Version control	Date and updates
Original	September 2019
Version 2	December 2020: no changes
Version 3	7 December 2021: no changes

BHIVA values the contribution all those involved make to the successful delivery of their conferences and events. BHIVA will therefore cover costs for invited delegates as outlined below.

1. COSTS COVERED FOR:

- Invited speakers
- Invited chairs
- Those on the spring conference oral and poster judging review committees
- BHIVA Officers
- BHIVA Conferences Subcommittee Chair and Vice Chair

- **Registration:** The registration fee for the full conference/meeting will be complimentary.
- **Accommodation:** BHIVA will pay for accommodation for one night for each day you are speaking, chairing or judging and for all nights for those involved throughout the conference or travelling from outside of the UK and Northern Ireland. Shoulder nights pre and post the conference will also be offered at BHIVA's discretion based on distance travelled.

Complimentary accommodation will also be offered for BHIVA Officers, Conferences Subcommittee Chair and Vice Chair and those on the abstracts review committee for all nights of the conference.

Accommodation will be a standard single occupancy room on a bed and breakfast basis at the nominated conference/meeting hotel. **PLEASE NOTE:** Additional room nights may be booked on your behalf by the secretariat but will be charged to the guest and should be settled directly with the hotel on departure. The same for any additional room charges or double occupancy surcharges.

- **Social programme:** Tickets to attend the social events will be offered on a complimentary basis. Only one complimentary ticket will be offered per person per social event.
- **Subsistence:** Meals taken as part of the conference/meeting programme will be provided on a complimentary basis to all groups mentioned above. BHIVA are not able to reimburse any other subsistence costs.
- **Travel expenses**

Travelling from within the UK: If travelling from within the UK standard/economy travel booked at least 6 weeks prior to travel will be reimbursed. Similarly priced first class advanced rail tickets will also be reimbursed for journeys of 100 miles or more. Alternatively, mileage will be paid at 45p per mile.

Travelling from the rest of Europe: Travel expenses will be reimbursed after the conference/meeting up to a maximum of £500 return, upon submission of the original economy class ticket/receipt. If cost of the flight or train tickets is less than the amounts

stated above only the exact amount of the tickets will be reimbursed. For expenses beyond this amount, the difference will be at the speaker's expense. Medivents will book flights for those travelling from overseas on behalf of the traveller unless a specific request is made for individuals to make their own arrangements.

Travelling from the or Middle East, USA and Canada, Asia and Australia: Upon acceptance of an invitation to speak, the secretariat (Medivents) will obtain a quote for a return flight from the speaker's country of origin to an appropriate airport close to the conference venue.

Flexible tickets can be booked (permitting some changes should these be required closer to the time of the conference), with recognised scheduled airlines, and will be in economy class if shorter than 5 hours, or business class if longer than five (5) hours. If speakers prefer to book their own flights, then this will be permitted although flight costs will only be reimbursed up to the quote provided by the secretariat at the time of invitation acceptance.

If speakers can find a suitable flight in a higher class within this limit of the quote provided by the secretariat (e.g., through use of a different airline, a less flexible ticket or via an indirect route), then this will be permitted; any expenses above the quoted flight price, including any upgrade costs, will be at the individual's expense. If an individual uses their own air miles to upgrade their ticket, these air miles will not be reimbursed. Reimbursement will be made after the conference upon receipt of the original ticket/receipt. If cost of the flight is less than the amount stated above only the exact amount of the tickets will be reimbursed. **PLEASE NOTE:** Anyone planning to take this option must advise the secretariat (Medivents) prior to flights being booked. Failure to do may invalidate the travel expense claim.

Airport parking/Departure transfer

The cost of airport self - parking or a taxi transfer to and from the departure airport will also be reimbursed upon submission of the relevant receipts.

Receipts

Please keep copies of your receipts (original flight tickets or receipt, public transportation, taxi etc). Reimbursement will be made by direct transfer to your bank account after the conference/meeting. Please note that BHIVA will not reimburse additional expenses (e.g., accompanying persons, meals, internet access, etc.).

2. EXPENSES FOR THE FOLLOWING:

- Executive Committee members, Conferences Subcommittee members and abstract reviewers not involved in the conference programme as speaker, chair, judge, etc.
- **Registration:** Registration fee for the conference/meeting will be complimentary.
- **Social programme:** You will receive a complimentary ticket to attend the social event.
- **Subsistence:** Meals taken as part of the conference/meeting programme will be provided on a complimentary basis. BHIVA are not able to reimburse any other subsistence costs.
- **Accommodation:** You will be required to cover your own costs for accommodation at the conference/meeting.
- **Travel expenses:** You will be required to cover your own travel costs to attend the conference/meeting.