

British Society of Gastroenterology

3 St Andrews Place
Regent's Park
London NW1 4LB

T 020 7935 3150
F 020 7487 3734



Guidance for claims of accommodation, meals and travel expenses

Since the BSG is a charity and depends to a large extent on the subscription of its members, we ask that members only claim for reasonable expenses and make effort to keep costs to a minimum.

The following notes are intended as a guide to members in claiming for accommodation, meals and travel expenses. To ensure transparency in our accounts, expenses will only be paid on submissions of receipts.

Claiming for accommodation:

Accommodation should only be required if travel on the day of a meeting is not possible. The cost of accommodation should not exceed £120 in London or £90 outside. Staying in College accommodation or taking advantage of discounts in Hotels including advanced booking is encouraged.

Claiming for Meals:

Meals should not be lavish and the cost per individual should not exceed £40 (£60 for special events with prior authorisation). Alcoholic drinks are permitted, but the quantities should not be excessive and their cost should be included in the limit stated.

Claiming for Travel:

Travel by car will be reimbursed at 40p per mile.

Travel by air may be necessary for certain locations and the individual has a duty to select the most economic route and ticket to minimise cost, such as use of budget airlines and advanced booking.

When travelling by rail, effort should be made to take advantage of discounted rail fares. There are various discounts available such as early booking, two singles rather than return, advance purchase and senior citizen card. Open tickets are flexible but the most expensive and members are requested to avoid these if possible.

Some of the discounted rail or air fares are limited and there is merit in booking train tickets in advance if dates of meetings are known. Certain websites offer more discounts than others; National Express offers a further 10% discount if tickets are bought from their website rather than the National Rail website.

Committee Chairmen are requested, if possible, to avoid scheduling meetings early in the day when discounted tickets are limited or unavailable.

Treasurer