

## **BSSPD Policy on Expenses**

### 1. Travel Expenses for Council members travelling to BSSPD council meetings for those who are unable to claim from their study leave budget from their own Trusts/employers.

In order to keep costs to the minimum, it would be appreciated if

- a. Travel is arranged as soon as confirmation of the council meeting dates is received. The earlier the travel is booked the less expensive it is likely to be
- b. Where possible, if economy class travel could be used this would be more beneficial to the finances of the Society. However if first class travel is needed for work reasons please be aware that making last minute arrangements may be very expensive for the Society which might result in there being potential issues over reimbursement. If inclined to travel first class, please consider booking two singles well in advance, as these are often less expensive than a standard class open return. If using advance first class tickets, please send a print out the standard open return fare for comparison. The maximum the Council will reimburse rail costs is up to the cost of a standard open return.

### 2. Support for BSSPD members representing BSSPD at other meetings

The council is willing to support its members who represent BSSPD at other meetings in line with the following

- a. Financial support by payment of up to half the cost (maximum of £500) towards travel expenses and conference fees
- b. Individuals should contact the treasurer with a written application outlining the benefits to the society, at least 3 months in advance
- c. A written report is expected following return from the meeting which may be published in the EJPRD or BSSPD Newsletter