



BASHH Expenses Policy for Education Events.

Travel expenses

Rail and Bus Travel – Economy travel costs up to £150 can be claimed by submitting receipts using the online [BASHH expenses claim form](#). Speakers are encouraged to use advance booking to reduce the cost of travel. Where travel costs are expected to exceed £150 these should be agreed in advance via the event organiser or BASHH events team who will confirm with the Education Chair and/or head of Education and Development, as appropriate.

Personal Car Mileage – Car mileage can be claimed at the current [HMRC mileage rate](#) of 45p per mile.

Company Car Mileage – If you are using a company car you can claim the relevant [HMRC mileage rate](#)

Speaker Accommodation.

Speaker accommodation is only available where travel on the day of the event is prohibitive. Accommodation expenses will only be reimbursed if they have been agreed in advance via the event organiser or BASHH events team who will confirm with the Education Chair and/or head of Education and Development as appropriate.

Event Tickets

Speakers and lead organisers of events are eligible for free attendance. Tickets will be arranged via the BASHH events team. Session chairs are not normally eligible for free tickets.

For **online events**, once either ticket-sales threshold is reached, the agreed number of complimentary tickets will be made available to the organising SIG Chair for allocation among SIG Committee members. SIG chairs should pass the relevant names and email addresses to the BASHH events team.

50 tickets sold: 5 complimentary tickets for SIG Committee members

100 tickets sold: 10 complimentary tickets for SIG Committee members

The maximum allocation is 10 complimentary SIG tickets.

Other Expenses

Education event expenses are normally limited to the above categories. Any additional expenses should be agreed in advance via the event organiser or BASHH events team who will confirm with the Education Chair and/or head of Education and Development as appropriate.

In-Person Scientific Meetings

Travel expenses are only payable to invited speakers who are not BASHH members.