

INORMS 2018 POLICY ON SPEAKER ENTITLEMENTS

SCOPE

This Policy applies to:

- Keynote and Plenary Speakers

ACCOUNTING FOR EXPENDITURE

- ARMA UK will reimburse or contribute towards reasonable travel and subsistence expenses incurred by those covered under the Scope above in accordance with the guidelines in this Policy.
- Original or Scanned VAT receipts must be provided to support all claims. Credit card vouchers and copies of credit card statements are **not** valid receipts for these purposes.

All expense claims should be recorded and clearly itemised on ARMA's official expense claim form (available from the Senior Administrator, accounts@arma.ac.uk). All claims must be submitted within 3 months of the INORMS Conference.

SPEAKER ENTITLEMENTS

Keynote and Plenary Speakers

Keynote and Plenary Speakers will be entitled to:

- Complimentary full delegate access including free admission to all plenary and workshop sessions, the Congress Exhibition, a Congress welcome pack, coffees, teas and lunches on each of 5, 6 and 7 June.

Keynote and Plenary Speakers will be permitted to claim for:

Train travel to Edinburgh

- ARMA will cover the cost of a standard class ticket only which should be booked in advance to take advantage of low price fares.

OR

Air travel to Edinburgh

- ARMA UK will reimburse the cost of an economy class ticket only which should be booked in advance to take advantage of low price fares.

Taxi Travel

- Taxis should only be used for short, local journeys, for example transport to or from a railway station, where no public transport is available. Claimants will be reimbursed the actual receipted costs of taxis.

Accommodation

- ARMA will reimburse two nights' accommodation at a rate of no more than £100 per night.
- The claimant when checking out should pay any personal expenditure against the accommodation invoice separately. If this is not possible, a copy of the invoice should be submitted and personal expense highlighted and deducted from the claim.
- Third party expenses are not payable by ARMA.

Subsistence

- Breakfast and Dinner for two days:-
 - Breakfast: Up to £8 per day
 - Dinner: Up to £25 (to include one alcoholic drink, beer or wine) per day.

WORKSHOP AND PRE-CONFERENCE PRESENTERS

- Will not be able to claim any travel or subsistence support.

VERIFICATION

- All expense claims will be payable subject to verification by the ARMA Senior Administrator. Where claims appear unreasonable or are not correctly authorised or completed, they will be returned, with an explanation, unpaid.

The Policy aims to cover most travel and subsistence claims. If, however, expenses are claimed for items or activities outwith the parameters of this Policy, they will be considered on a case-by-case basis by the Congress Committee.