

Travel and related costs for NGA Guideline Committees

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1. Policy introduction

It is the policy of the National Guideline Alliance (NGA) to ensure best use of public funding and that members of each Guideline Committee (GC), their co-opted members and invited experts (referred to in this document collectively as 'GC members') are reimbursed promptly and appropriately for expenses incurred on NGA business conducted on behalf of the National Institute of Health and Care Excellence (NICE) as detailed in this policy.

The NGA will reimburse expenses and costs related to attending GC meetings in line with this policy.

The NGA will pay GC chairs, GC topic leads and GC lay members an honorary fee in line with this policy per GC meeting attended. The NGA will compensate an NHS contractor's general practice in line with this policy if attendance at a GC meeting requires locum cover for the individual's contracted general practice commitments.

The NGA normally requires that all claims for the reimbursement of authorised expenses are:

- **made on a signed NGA expenses claim (with a wet ink signature or a scanned version thereof but not a typed name)**
- **accompanied by itemised receipts**
- **submitted as soon as possible after the cost is incurred, ideally within one month. Claims received after two months will not normally be reimbursed**
- **submitted by email to the NGA at NGAtravel@rcog.org.uk (paper copies will not normally be accepted unless prior agreement with the NGA has been reached)**

The NGA is part of the Royal College of Obstetricians and Gynaecologists (RCOG) whose auditors require receipts in support of all claims including receipts for contactless Transport for London (TfL) journeys.

To avoid incurring unnecessary costs, the NGA will usually book travel and accommodation for GC members unless in exceptional circumstances previously agreed in advance with the NGA before costs are incurred via NGAtravel@RCOG.org.uk. The NGA therefore urges members to provide future travel requirements when requested. The NGA Travel booking service will then manage all bookings for the GC members. Further details of the practicalities of booking can be found in Appendix 1.

Should any GC member have concerns regarding their ability to adhere to the policy, they are encouraged to contact the NGA Travel team, who are available to discuss any queries related to travel, accommodation, expenses or honorarium fees by email in the first instance. We aim to respond to all emails within 2 working days. Any further need to discuss queries can then be followed up by telephone. Should an alternative arrangement be required, before costs are incurred GC members are urged to discuss and agree this with the NGA via NGAtravel@rcog.org.uk.

The NGA will consider requests for reasonable adjustments for GC members with a disability who require a variation to arrangements set out in this policy. Full details of how to discuss and request a reasonable adjustment can be found in section 8 and in the NGA Reasonable Adjustment policy, which is available on the NGA website (<https://www.rcog.org.uk/en/about-us/nga/policies-and-forms/>). Any such enquiries should be sent to the NGA's confidential inbox: NGAconfidentialenquiries@RCOG.org.uk.

Claims should be submitted as soon as possible to the NGA via NGATravel@rcog.org.uk. No claim received later than two months after the expenditure is incurred will be reimbursed, except in very exceptional circumstances and with prior agreement of an NGA Director. For further information see Section 6 Claim forms and Receipts

All reimbursement will be made by bank transfer (BACS) and claimants must provide their bank details on an NGA BACS payment form. Payments to claimants will be confirmed by email to the address provided at induction.

In line with the RCOG's retention schedule information regarding claims and expenses will be retained locally by the NGA for 2 years after the end of the year the records relate and held for 7 years after the end of the year the records relate to by RCOG finance. After which point it will be deleted. For more information, please refer to the [NGA privacy notice](#).

If you wish to discuss any aspects of this policy, including requests to vary any of the arrangements for reasons other than a disability, please contact: NGATravel@RCOG.org.uk

Claims for items not detailed in this policy will not normally be reimbursed, unless agreed in advance with the NGA via NGATravel@rcog.org.uk.

If a GC member wishes to discuss any variation from the arrangements outlined in this policy, they must contact the NGA via NGATravel@rcog.org.uk in advance of any costs being committed. Failure to do so is likely to result in costs not being reimbursed by the NGA.

All limits, allowances and monetary values are inclusive of VAT.

2. Travelling expenses

Further details of the practicalities of booking travel can be found in Appendix 1.

Reasonable reimbursement will be made in respect of expenses necessarily incurred by GC members travelling on business approved by the NGA.

Where train or (in exceptional circumstances) air travel is required by a GC member to travel to a GC meeting, the NGA will book these on behalf of GC members as far in advance as possible which is usually approximately three months prior to a committee meeting. If there are particular needs or preferences please therefore provide these in advance in order for these arrangements to be made. Please note that requests for seating preferences such as window seats cannot always be accommodated.

In order to book the most economic rail fare, the NGA encourages the usage of rail cards where possible and for GC members to provide details of their rail card should they own one. If you are eligible for either a senior or disabled rail card, please speak to NGA Travel via NGATravel@rcog.org.uk as this may optimise further savings for your tickets.

All requests for travel bookings should be made using the NGA Travel Request Form, which is available on the NGA website (<https://www.rcog.org.uk/en/about-us/nga/policies-and-forms/>).

2.2 Travel by car or motor cycle

Reimbursement of mileage expenses will be paid where travel by public transport was not available or not appropriate for the journey. GC members who use their own car for travel to and from GC meetings will be reimbursed at 33 pence per mile.

2.2 Travel by bicycle

GC members who choose to cycle to and from GC meetings can receive reimbursement at 20 pence per mile.

2.3 Travel by rail

The NGA will provide standard class rail travel for GC members attending meetings on NGA business and will **not cover the cost of first class travel**. Additionally, as advance fixed tickets tend to be the most economical option, these will usually be booked unless another option is cheaper. Further details of the practicalities of booking travel can be found in Appendix 1.

The exception to the general principles is travel paid for by contactless payment card or Oyster within the TfL network (see section 2.6)

2.4 Travel by taxi

Taxi fares are not normally reimbursed by the NGA. In exceptional circumstances which have been discussed and agreed in advance with the NGA via NGAtravel@rcog.org.uk, reimbursement will be made for reasonable distances when an adequate public transport service is not available or is inappropriate. A maximum of £20.00 may be claimed for each return journey.

2.5 Travel by air

Travel by air to GC meetings should be exceptional and only used where it is the most cost effective option provided it is agreed in advance by the NGA via NGAtravel@rcog.org.uk. Air travel is only funded for standard/economy class travel. Further details of the practicalities of booking travel can be found in Appendix 1.

2.5 Parking

Train station and airport car parking will be reimbursed up to a value of £20 per day.

2.6 Transport for London (TfL) fares

The NGA encourage GC members to pay for Transport for London (TfL) travel using the most economical means (such as Oyster or contactless payment card). In accordance with RCOG policy, only claims accompanied by a receipt or proof of purchase will be paid. Where a contactless payment is made, for example when using an Oyster/debit/credit card directly at the barriers to pay a tube expense, an Oyster/debit/credit card statement with the expense documented will be required in the absence of a receipt. Proof of journeys made using an Oyster card can only be provided using a registered oyster card however if this is not available an Oyster top up receipt for the larger value and a summary of the travel undertaken will be required.

If a contactless payment is provided without a receipt or statement this will be not be reimbursed.

3. Accommodation

3.1 Hotel Accommodation

The NGA will arrange hotel accommodation with one of the NGA’s preferred accommodation suppliers (see Table 1) on a single bed/single occupancy bed-and-breakfast basis when an overnight stay is unavoidable and is agreed in advance with the NGA.

Further details of the practicalities of booking accommodation can be found in Appendix 1. Should a GC member wish to stay in an alternative hotel to the NGA’s preferred list of suppliers detailed in Table 1 they should confirm this with the NGA in advance of the expense being incurred. If this is the case the GC member should book directly and submit a claim form to the NGA via NGAtravel@rcog.org.uk which includes receipts for such accommodation. The NGA will reimburse up to £135 per night for hotel accommodation. Double occupancy room costs will not be reimbursed.

Other hotel and accommodation expenses (telephone calls, Wi-Fi, newspapers, etc.) are the responsibility of the individual and will not be reimbursed by the NGA. These must be settled on leaving the hotel.

If breakfast is not included in the hotel price, please see Section X for details of subsistence.

Table 1: NGA preferred list of accommodation suppliers

Number (To be approached in numeric order)	Provider
1	Rooms on Regent’s Park at the RCOG
2	Danubius Hotel
3	London Business School (LBS)
4	Travelodge Marylebone
5	Travelodge within London

3.2 Accommodation with friends or family near to the meeting venue

Should the GC member wish to stay in non-commercial accommodation (e.g. with friends or family) a flat rate taxable allowance of £25 per 24 hour period will be paid. This includes the allowance for meals and no additional claims for breakfast or an evening meal will be paid.

4. Meals and subsistence

Whilst attending GC meetings GC members are provided with refreshments and lunch between 09.30 and 16.30. Should there be a requirement for further subsistence outside of these hours it is reimbursed at the rates in Table 2. Should meals and subsistence be required, itemised receipts are required to support any claims. A maximum of one subsistence rate may be claimed for each 24 hour period. However if there is a two day meeting this may necessitate two allowances being claimed. Subsistence cannot be claimed for meals that have been provided by the NGA. The NGA will not reimburse the cost of alcoholic drinks.

Where some meals have been provided by the NGA then this must be taken into account when claiming the subsistence allowance. For example if a GC member is away for 22 hours but lunch was provided and the GC member arrives home before 7pm then up to £15 (i.e. the pre 7pm 10 hour allowance is applicable).

Whereby a 'two day' GC meeting is arranged, the subsistence allowance can be made of combining the appropriate allowances in Table 2. If the GC member travels for each day of the two day meeting, does not stay overnight and is home after 7pm on both nights the GC member is eligible for up to 2 x £15. However if the GC member stays overnight and then is not home before 7pm on the evening of the second day they are eligible for up to £30 + £15.

Table 2. Meals and Subsistence allowances for GC members on NGA Business

Meals and Subsistence Allowances		
<i>(All claims for reimbursement should be supported by valid receipts)</i>		
1	Lunch subsistence - A lunch meal allowance entitlement is available when a member is away from their home for a period of more than 5 hours covering the normal lunch time period of 1200 hours to 1400 hours, where lunch is not otherwise provided.	£5
2	Part day subsistence - A meal allowance entitlement is available when GC members are away from their home for a period of more than 10 hours (but less than 24 hours) and are able to return to their base or home before 1900 hours.	£10
3	Full day subsistence - A meal allowance entitlement is available when a GC member: <ul style="list-style-type: none"> • Is away from their home for a period of more than 10 hours (but less than 24 hours) and are not able to return to their base or home before 1900 hours Or	£15

	<ul style="list-style-type: none"> requires an overnight stay due to the travel time to the GC meeting but lunch has been provided 	
4	Full day plus subsistence - A meal allowance entitlement is available for the duration of the time should the GC member be away from their base or home for up to 36 hours for a GC meeting (where lunch is provided).	£30
5	'Two day' GC meeting subsistence – flexible based on how long the GC member is away from their base or home (If the GC member is unsure of how much they are eligible to claim, they are encouraged to contact NGA travel at NGAtravel@RCOG.org.uk who will be happy to assist).	

5. Other expenses and fees

5.1 Guideline Committee chair fee

The NGA will pay GC Chairs an honorary fee of £500 per day (or £250 per half day) for each formal GC meeting chaired. This fee covers any preparatory and follow-up work undertaken and any additional meetings attended. In addition, for attendance at the NICE editorial meeting a half day fee will be paid.

In some cases the GC Chair will be supported by a GC Topic Lead. In this instance the honorary fee will be shared. Therefore each will receive an honorary fee of £250 per day for each formal GC meeting. In addition, for attendance at the NICE editorial meeting a half day fee will be paid (i.e. £125 per half day).

Attendance at scoping meetings and the stakeholder workshop is not eligible for a fee however travel and subsistence expenses can be claimed.

In order to claim a chair fee, the GC member must submit a completed NGA expenses claim form to the NGA via NGAtravel@RCOG.org.uk after every GC meeting the member has attended. **Honorary fees will not be paid automatically.** The NGA expenses claim form is available on the NGA website (<https://www.rcog.org.uk/en/about-us/nga/policies-and-forms/>).

No receipt is required in order to support this type of claim.

No fee nor travel will be paid should a meeting not be deemed mandatory by the NGA.

5.2 Topic Advisor attendance fee

If the GC chair is supported by a GC Topic Lead, the NGA will pay an honorary fee of £250 per day (or £125 per half day) for each formal GC meeting chaired. This fee covers any preparatory and follow-up work undertaken and any additional meetings attended. In addition, for attendance at the NICE editorial meeting a half day fee will be paid.

Attendance at scoping meetings and the stakeholder workshop is not eligible for a fee however travel and subsistence expenses can be claimed.

In order to claim a topic advisor attendance fee, the GC member should submit a completed NGA expenses claim form to the NGA via NGAtravel@RCOG.org.uk after every GC meeting the member has attended. **Honorary fees will not be paid automatically.**

No receipt is required in order to support this type of claim.

No fee nor travel will be paid should a meeting not be deemed mandatory as part of Topic Lead duties.

5.3 Lay member attendance fee

The NGA will pay GC lay members (consumers/patients/carers/service users) an honorary fee of £150 per day per GC meeting attended. This fee covers any preparatory and follow-up work undertaken and any additional meetings attended. In addition, for attendance at the NICE editorial meeting a half day fee will be paid (i.e. £75 per half day).

Should a GC lay member be appointed during scoping phase, attendance at scoping meetings and the stakeholder workshop (if applicable) is eligible for a fee. Attendance at a scoping meeting is eligible for a half day fee (i.e. £75). Attendance at the stakeholder workshop is eligible for a half day fee (i.e. £75). Should scoping meeting two and the stakeholder workshop take place on the same day, this is eligible for a full day fee (i.e. £150). Travel and subsistence expenses can be claimed for attendance at scoping group meetings and the stakeholder workshop.

In order to claim a lay member attendance fee, the GC member should submit a completed NGA expenses claim form to the NGA via NGAtravel@RCOG.org.uk after every GC meeting the member has attended. **Honorary fees will not be paid automatically.**

No receipt is required in order to support this type of claim.

No fee nor travel will be paid should a meeting not be deemed mandatory as part of GC lay member duties.

5.4 Carer, childcare or personal assistant expenses

An allowance of up to a maximum of £15 per hour may be payable towards the cost of hiring the services of a carer or personal assistant. The following conditions apply:

- this covers up to 24 hours per GC meeting day attended and is not dependent upon the number of people cared for
- this applies only to those GC members who have primary caring responsibility and would otherwise be unable to attend GC-related meetings or for GC members who are unable to attend a GC meeting without hiring a carer or personal assistant accompanying them and as such costs are incurred.

- claims for these costs must be accompanied by a valid receipt from a professionally registered childminder, care agency or similar.

Where a carer or personal assistant accompanies a disabled individual to a meeting, the carer's travel and subsistence expenses may be covered in line with this policy. This is in addition to claiming for the cost of hiring the carer or personal assistant (up to a maximum of £15 per hour for a maximum of 24 hours per GC meeting attended), where applicable.

5.5 General Practitioner locum fees

Where GC members are General Practitioners (GP) whose NHS contracted general practice **has to employ locum cover** to allow their attendance on NGA business then locum costs will be reimbursed as follows:

- If the general practice arranges internal GP locum cover then this will be reimbursed at a maximum of £350 per day (£175 per half day). Internal GP locum claims must be submitted on the NGA expenses claim form under the locum fee section and be supported by an invoice from the practice giving details of the hours of GP locum cover, the name of the person providing the cover and the rate being claimed.
- Where an external locum agency GP is used to arrange cover the actual cost of the locum will be reimbursed up to a maximum of £500 per day (£250 per half day). Claims for external GP locum costs must be submitted on the NGA expenses claim form and be supported by a copy of the agency's invoice.
- Self-employed GP locums can claim reimbursement of costs up to a maximum of £350 per day (£175 per half day) on submission of a locum cover invoice.

In order to claim for locum costs, an expenses claim form must be issued along with an invoice/proof of locum cover for all instances above.

6. Claim forms and Receipts

The NGA requests that claims forms are submitted as soon as possible following the cost being incurred, ideally within **one month** of the expense. No claim received later than two months after the expenditure is incurred will be reimbursed, except in very exceptional circumstances and with prior agreement of an NGA Director. To support secure submission and ensure an audit trail of claims, these should be submitted via email to the NGA at NGATravel@rcog.org.uk. Claims submitted via alternative routes (unless agreed in advance with the NGA via NGATravel@rcog.org.uk) will not usually be accepted, may be delayed and cannot be guaranteed for payment.

For each meeting attended, the NGA requests that claims for each meeting are on a separate form.

Claims must be submitted on a current NGA claim form, otherwise claims will not be accepted. Updates to claim forms and policies will be communicated to GC members on release. Current versions should be sought from the NGA website: <https://www.rcog.org.uk/en/about-us/nga/policies-and-forms/>

In accordance with RCOG policy, only claims accompanied by a copy of the receipt or proof of purchase will be paid. This can be a scan or legible photograph of the receipt attached to the email containing the signed claim form.

Where a 'contactless payment' is made, for example when using an Oyster/debit/credit card directly at the barriers to pay a tube expense, an Oyster/debit/credit card statement with the expense documented will be required in the absence of a receipt. If a contactless payment is provided without a receipt or statement this will not be reimbursed. If an Oyster top up is made for larger than the value of the travel, the receipt and a summary of the travel undertaken will be required.

If a receipt for a contactless payment is not provided, the NGA will contact the GC member. If the receipt is not provided within one week of the request, the total amount claimed will be adjusted to remove this amount. If a receipt is later found and is still within the claim window, an additional claim can be submitted.

7. Method of payment

All reimbursement will be made by bank transfer (BACS) by the RCOG. GC members must provide their bank details to the NGA on an NGA BACS payment form which can be found on the NGA website (www.rcog.org.uk/nga). Payments to claimants will be confirmed by email. It is the responsibility of the claimant to ensure an updated BACS form is submitted to the NGA via NGATravel@rcog.org.uk should any information such as name, address or bank details change. If the details on the BACS form and the claim form do not correspond, there may be a delay in the GC member receiving payment.

8. Reasonable Adjustments

The NGA seeks to provide equal access to NGA events for all GC members, and recognises that some GC members may require alternative arrangements than those described in this policy, in relation to a disability. The NGA is committed to supporting all its committee members and will endeavour to make adjustments to this policy where it is reasonable to do so.

If you wish to discuss and/or request an adjustment with the NGA, you can do so via our confidential enquiries service by contacting NGAconfidentialenquiries@rcog.org.uk

Requests for reasonable adjustments will be considered on an individual basis and decisions may vary according to the exact nature of the requestor's everyday needs.

All requests will be managed in the strictest of confidence and information provided will only be used for the purpose of assessing the request. Information about a GC member's disability is deemed sensitive personal data and therefore the NGA are required by law under the Data Protection Act to process the information fairly and lawfully. The NGA will keep all correspondence and documentation received in accordance with the Data Protection Act, ensuring secure records management.

GC member information will only be made available to those who need to know in order to process a request or enable the requested adjustment, based on the requirements of the Equality Act 2010.

For further details please refer to the NGA Reasonable Adjustment policy, which is available on the NGA website (www.rcog.org.uk/NGA).

Appendix 1 Policy principles

The NGA aims to ensure that tickets are procured as economically as possible in advance of the date of travel to take advantage of cheaper fares that are often available through advance booking which the NGA will make on the GC members behalf. Should further clarification be required on this policy, the NGA Travel booking service team will be happy to advise. Please contact them through:

NGATravel@ecog.org.uk

The NGA will contact GC members approximately three months before the meeting date and request them to confirm their attendance and provide details of their travel requirements by a deadline date confirmed by the NGA. The exception to this is for GC meetings one and two where the NGA will contact GC members as soon as possible in advance once meeting dates have been set. By GC meeting three, the NGA will normally set GC meeting dates at least three months in advance of meetings taking place. All requests for travel bookings should be made using the NGA Travel Request Form, which is available on the NGA website (<https://www.rcog.org.uk/en/about-us/nga/policies-and-forms/>).

Rail and air travel will normally be purchased approximately two months in advance of the travel date by the NGA. Accommodation will normally be booked approximately two months in advance of the date of the GC meeting. A GC member unable to respond within the given deadline should contact the NGA immediately to discuss this. **Should the deadline be missed, the GC member will be required to arrange their own travel at their own cost, which will not usually be reimbursed by the NGA.** Following this deadline, the NGA will arrange travel on behalf of GC members, always where possible booking the most economical advance fare. As advance fixed tickets are usually the most economical option, these will usually be booked unless another option is cheaper. Once tickets have been purchased, these are normally fixed and the departure time or station are not normally changeable. If in exceptional circumstances, the GC member requires to travel at a different time or from a different station to that previously indicated, they should contact the NGA at the earliest opportunity to discuss this. If travel is booked and paid for by the GC member, it will not usually be reimbursed.

Any required deviation from this policy should be discussed and agreed with the NGA travel team in advance of any cost being incurred, otherwise the expense may not be reimbursed.

Appendix 2 Sustainable travel

The NGA is committed to tackling climate change by ensuring its processes and activities are sustainable. When booking travel for GC members, the NGA considers the most effective and environmentally friendly methods to use in order to lower our carbon footprint when undertaking our business. Specifically, we consider the following:

- comparing CO₂ emissions of different means of transport before choosing the mode of travel
- requesting train travel over air travel for journeys within England and Wales, and for journeys from Scotland, when direct train connections to London are available

Should you wish to offset the travel you undertake as a GC member, examples of tools available to assist with calculating and offsetting are given below.

- One of a number of CO₂ emissions calculators is located here: <http://www.carbon-calculator.org.uk/>
- A sample of a scheme for offsetting carbon emissions is located at the following website: <http://www.carbonfootprint.com/plantingtrees.html>

Contact the NGA on:



+44 20 7772 6334



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www.rcog.org.uk/nga



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