



BRITISH SOCIETY for GYNAECOLOGICAL ENDOSCOPY


BSGE TRAVEL & EXPENSES CLAIM FORM

NAME: DR. TINA KAPOOR
ADDRESS: WORTHING HOSPITAL, UK

Original receipts must be submitted with the claim form for expenses to be reimbursed.
All claims must be submitted within **THREE MONTHS** of the date they were incurred.

Date of Expense	Event	Description of Expense	
09.09.24	BSGE Travelling Fellowship	Fellowship Expense	£ 1000
			£
			£
			£
			£
			£
Mileage Expenses			
Date:	Event:	miles @ 40p per mile	£
Date:	Event:	miles @ 40p per mile	£
TOTAL			£ 1000

I certify that the above expenses were incurred by me and will not be claimed from another body.

SIGNED:  DATE: 25/10/2024

Expense claims can be reimbursed via bank transfer. If the BSGE has not reimbursed your expenses previously by bank transfer, please include details of the account to which you require the funds to be credited below.

Name on account: DR SURAJIT DAS & DR TINA KAPOOR	Account no: 9772 3866	Sort code: 09-01-27
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BSGE TRAVEL & EXPENSES CLAIM POLICY

- Please send completed BSGE Expenses claim form with copy of receipts by email to bsge@rcog.org.uk
- The BSGE travel policy is to offer full reimbursement of out-of-pocket expenses incurred on BSGE behalf, providing that the nature of these expenses have been agreed in advance. The BSGE is a charity and as such has a duty to ensure that expenses are managed prudently.

FOR JOINT RCOG/BSGE EVENTS

Individual must claim expenses from RCOG Conference department if speaking or facilitating at joint RCOG/BSGE meeting in the first instance.

ITEMISED RECEIPTS ARE REQUIRED FOR EVERY CLAIM.

BSGE ENCOURAGES ENVIRONMENTALLY FRIENDLY MODES OF TRANSPORTATION FOR ATTENDING EVENTS AND ACTIVITIES. UTILISING PUBLIC TRANSPORT OPTIONS ALIGNS WITH OUR COMMITMENT TO SUSTAINABILITY AND REDUCING CARBON EMISSIONS. CONVENIENT ACCESS TO PUBLIC TRANSPORT ENSURES SEAMLESS PARTICIPATION WHILE CONTRIBUTING POSITIVELY TO THE ENVIRONMENT.

RAIL TRAVEL

For all rail journeys with a scheduled journey time of 2 hours or less, travel must be arranged on a standard class basis.

First class rail travel is permitted for journeys over 2 hours, only if purchased at least 4 weeks in advance of the day of travel for fixed time and fixed train reservations only.

If for any reason outside the traveler's control, e.g. a council meeting finishing later than anticipated resulting in the individual missing the booked fixed time train, the BSGE will pay the additional fee.

AIR TRAVEL

When necessary for BSGE business or for invited speakers, pre-approval is required for all claims from BSGE Secretariat/Treasurer. Tickets will be booked by BSGE Secretariat where possible.

Travel within UK and Ireland

Economy class tickets should be booked only, unless BSGE Secretariat/Treasurer approval obtained.

International Travel

Flights of less than 5 hours- Economy class

Flights of 5 or more hours- Premium economy or equivalent

There should be clear justification for travelling above economy class, and flexibility with travel dates should be considered in order to reduce costs.

MILEAGE

40 pence per mile will be paid for BSGE business use. The total claim for any journey made by car (including the mileage rate, parking, toll fees etc.) should not exceed the standard/first class rail fare (depending on journey time- see rail travel guidance above).

TAXI

Travel by public transport is expected, except when travelling with heavy baggage, no public transport is available, mobility issues are a concern, or it is the most cost effective means. Long distance travel by taxi is not permitted unless it is the most cost effective mode of travel.