

The guidelines below are intended to apply to both events organised by BCET (i.e. BECT-organised) and those where BCET provides sponsorship for events organised by other bodies (i.e. BCET-sponsored)

## Hotel Expenses

Reasonable claims for hotel accommodation are permissible: As a guide, for both BECT-organised and BCET-sponsored single day events, BCET expects to provide accommodation for 2 nights maximum for UK based contributors and 3-4 nights for non-UK based contributors. Any additional accommodation will not normally be funded, however, provided specific details are provided to the trustees in advance, we will consider providing hotel accommodation for accompanying persons.

## Travel Expenses

### International Travel

For both BECT-organised and BCET-sponsored events, flights will be reimbursed at economy class only. Airport parking (with receipts) and travel from the speaker's home to the airport is reimbursed at a rate similar to the UK rate (i.e. 40p/mile).

### Travel within UK

For both BECT-organised and BCET-sponsored events, travel within UK will be reimbursed at 40p/mile or 2<sup>nd</sup> class rail fare. Travel between home and a local railway station and station car parking (with receipts) is allowable.

### Out-of-pocket expenses while travelling

Individuals travelling to attend/return from BECT-organised events are entitled to reclaim a maximum of £50 per day on provision of receipts for refreshments and other expenses incurred while travelling. BECT also expects that at events we organise or sponsor, all meals for speakers during the event will be provided. Additionally, providing specific details are provided to the trustees in advance, we will consider providing meals for accompanying persons at events but accompanying persons are not entitled to claim out-of-pocket expenses.

## Honoraria

Trustees must approve specific rates for contributors to both BECT-organised and BCET-sponsored events in advance of the event.

Normally, this will range from around GB£2,500 assuming the speaker is away from home for approximately 5 days to GB£250 for UK individuals to attend and deliver one lecture at a single day event. Speakers will usually be expected to contribute a written summary of their presentation and/or copies of slides for distribution at events and via our website and there will be no additions to the honoraria when events are filmed for distribution via our website and YouTube channel. For contributions made to discussion groups and smaller events, the honorarium will normally be around GB£150 for a 45-60 min contribution and GB£50 for a short (10-15 min) contribution. Written summaries and copies of slides are not typically expected for smaller events.

For BCET-sponsored events, BCET Trustees expect the organising body to set rates for honoraria for speakers but BCET Trustees should be informed in advance if rates are substantially different from the above guidelines.

Additional contributors, such as individuals invited to chair or contribute to discussions at BCET-organised events will not usually be given honoraria, although travel, meals at events and out-of-pocket expenses can be reimbursed at similar rates to those outlined for speakers above. Arrangements for additional contributors at BCET-sponsored events will be at the discretion of the event organisers provided they are in line with guidelines for speakers.

## Hospitality for delegates

Support for provision of hospitality for delegates attending BCET-organised and BCET-sponsored events will be considered, providing that it is reasonably priced and details are provided for Trustees to consider in advance of the event.