

# Expenses Policy for conference speakers and bursary recipients

You may be entitled to claim travel expenses from TMiP if you are presenting or chairing a session at the conference, or have successfully applied for a bursary or an accessibility grant.

Travel expenses will be refunded subject to the limitations specified below:

- (a) The most economic means of transport should be used, subject to the reasonable needs of the claimant. This should include consideration of the journey time and accessibility as well as the cost of the travel itself. Taxis should only be used when public transport is not a viable option. Details of local transport links will be shared on the conference website.
- (b) Receipts will be needed to validate any expenses claim. In exceptional circumstances a bank statement, or other evidence, may be acceptable, at the discretion of TMiP trustees.
- (c) Rail fare:  
Only costs up to the price of a standard class rail fare may be claimed; if other ticket combinations (including first class tickets) are cheaper, this is fine but please take a screenshot to demonstrate this. The cheapest tickets should be obtained for each journey and advance fares should be booked wherever possible.
- (d) Car Mileage:  
When expenses are claimed for the use of private motor vehicles, claimants are to ensure that they hold appropriate insurance cover. When a car owner carries passengers, only the driver may claim travel expenses. For all travel where it is necessary to use a private car, 45p per mile may be claimed. Journey starting and finishing postcodes should be submitted to verify mileage.

Final decisions on individual expenses payments will be made at the discretion of the TMiP board of trustees

## Review

This Policy will be reviewed by the TMiP Board of Trustees and approved by a board vote every three years, or sooner if regulatory changes require the Policy to be updated.

Last updated 25 Jun 2025