Travel and Accommodation Expenses Policy for Macmillan Professionals

WE ARE MACMILLAN. CANCER SUPPORT

1. Introduction

In the current economic climate, you are telling us that your employers are often unable to reimburse these expenses and in order for us to ensure we support you in meeting your continuing professional development needs, we want to help with this.

We will make every effort to fairly support claims that meet the criteria below. Please read this guidance carefully to ensure your application is eligible and you follow the correct process.

2. Who can apply?

Macmillan professionals only

3. What Macmillan will pay for?

Where your employer is unable to cover the cost of travel/accommodation expenses, Macmillan will consider reimbursing you, for attendance at the following:

- Influencing and partnership working with Macmillan:
  - E.g. policy consultation/ focus group / project group membership
- CPD
  - Training that is mandatory for your Macmillan role e.g. We are Macmillan, Setting Out and Cancer Awareness
  - Events **provided by Macmillan** e.g. National, Regional, profession and specialism specific learning events; network events; communities of practice
- Learning and Development Grants
  - Macmillan recognises that the costs involved in attending a learning and development programme can be prohibitive. In 2014 we are providing additional funding to support your learning, to cover your travel and accommodation costs, up to a maximum of £500. Please note, you should always aim to attend the course or conference locally wherever possible to keep costs to a minimum.

4. How much can I apply for?

If your claim is approved, we will meet the full cost of your travel.

However, in order to minimise the cost to the charity, it is expected that you will:

- Where appropriate consider the use of telephone conferencing alternatives to attendance
- Ask your employer to cover the costs incurred and only claim from Macmillan where this is not successful.
- Choose the most local event (where there is a choice of similar events)
- Plan travel as far in advance as possible and choose the most cost effective method. Where one way travel time to an event complying with the criteria above, exceeds 3 hours or route timetables constrain arrival/departure times, accommodation up to a maximum of

£92.00 will be paid for a maximum of 1 night per full day of the event. Breakfast must be included in the overnight tariff of up to £92. You will also be able to claim for dinner or an evening snack as per the amount outlined below.

	London	Outside London
Dinner	£20.00	£17.50
Evening Snack	£12.50	£10.00

In order to minimise the cost to the charity, it is expected that you will:

- Consider alternatives to staying in a hotel e.g. staying with local friends/relatives where possible
- Choose good value accommodation

6. How often will you fund my travel and/or accommodation?

You are eligible to apply for travel expenses for up to two Macmillan events per year.

On top of this, you are eligible to apply for any expenses incurred as a result of attending We are Macmillan, Setting Out and/or Cancer Awareness.

You will also be eligible to apply for expenses incurred as a result of attending any influencing and partnership working activities, as identified in Section 3 above

How do I make an application?

- Complete your copy of the claim form and return it with the ***original* tickets / receipts** within 1 month of the date of the event.
  If your claim form is **not approved**, you will be told the reason why. Please note, this decision will be final and there is no appeal.

9. What do I do if expenses are included in an event's package?

Where expenses are included in a Macmillan event's package, the claim form may be completed and handed in at the event or returned with the ***original* tickets / receipts** within 1 month of the date of the event.

10. How will my expenses be reimbursed?

- A personal cheque will be sent to your chosen work address.
- Payment will not be made to any individual other than the claimant
- Payment will not be made to any employing organisation

11. How will Macmillan prioritise claims?

Travel and Accommodation
Expenses Policy for Macmillan Professionals

We will make every effort to approve claims that meet the criteria, however if demand is very high, the following will be given priority:

- Claims from professionals in longer standing posts (those out of funding).
- Macmillan's national and UK-wide professionals events
- Macmillan events highly prioritised as a result of the professionals research and where the reimbursement of expenses to Macmillan professionals is guaranteed as part of the event's package.

If you have any queries, or want to check on the progress of your claim, please contact the administrator on the number below

Your Region/Nation	Telephone number	Fax number	Email address
East Midlands and Northern England	01904 651700	01904 654668	EMNERegionLandD@macmillan.org.uk
London, Anglia and South East Region	01904 651700	01904 654668	Laser.ldadmin@macmillan.org.uk
Central and South West England	01904 651700	01904 654668	csweLDAdmin@macmillan.org.uk
Wales	01656 867960	01656 867978	SNeville@macmillan.org.uk
Scotland	0131 260 3720	0131 260 3750	AnnieRobertson@macmillan.org.uk
Northern Ireland	028 9070 8610	028 9070 8629	APoole@macmillan.org.uk