

# **The UK Kidney Association (UKKA)**

## **UK Kidney Week Expenses Policy**

### **Allowances**

Patient speakers:

- standard class travel
- registration on day of talk
- accommodation for day of talk, at venue or up to £150
- patient honorarium- as per UKKA expense policy- [see here](#)

Plenary speakers/award winners:

- standard class travel
- registration on day of talk
- accommodation for day of talk, at venue or up to £150

Overseas speakers:

- honorarium- as per UKKA expense policy- [see here](#)

All other speakers:

- registration on day of talk

### **Process**

Expense claims forms are available from [Stephanie.lock@renalregistry.nhs.uk](mailto:Stephanie.lock@renalregistry.nhs.uk) or the nominated organiser for the event/meeting. The completed forms are to be returned either electronically to [Stephanie.lock@renalregistry.nhs.uk](mailto:Stephanie.lock@renalregistry.nhs.uk) or via post to:

Stephanie Lock, Head of Finance  
The UKKA  
c/o The Renal Association  
Brandon House Building 20a1,  
Southmead Road,  
BRISTOL, BS34 7RR

### **Conditions**

A valid VAT receipt or proof of purchase is required and if photocopies are sent it is the responsibility of the claimant to retain the original receipt. All claims are to be submitted within six months of the date of the receipt or the event whichever is later. For claims submitted after this period the UKKA retains the right to refuse payment of the claim. We aim to pay all expenses claims within 30 days of receipt; however, we are not liable for any interest or penalties if payment is made after this term.