

The UK Kidney Association (UKKA)

UK Kidney Week Expenses Policy

Speaker Definition

A speaker is someone who is speaking for the entirety of a session, this policy does not apply to panel members who speak for less than 10 minutes, oral abstract speakers (inc. posters) or chairs.

Allowances

Patient speakers:

- standard class travel
- registration on day of talk
- accommodation for day of talk, booked via the secretariat only
- patient honorarium- as per UKKA expense policy

Plenary speakers/award winners:

- standard class travel
- full conference registration
- accommodation for day of talk, booked via the secretariat only

All other speakers in a specialism:

- registration on day of talk
- up to £200 in travel/accommodation expenses, receipts to be provided and standard class only

All UKKW27 programme committee members:

- 30% discount on registration

All UKKW27 programme committee chairs:

- full conference registration
- accommodation booked via the secretariat

Process

Expense claims forms are available from Stephanie.lock@ukkidney.org or the nominated organiser for the event/meeting. The completed forms are to be returned either electronically to Stephanie.lock@ukkidney.org 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. Payment will only be made after the event and 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.