

## **Expenses and Honoraria**

### **LMC**

At the beginning of each year, the Representative will sign a declaration of honorarium form to state whether they wish their honoraria to be paid into their practice and included in practice accounts, or if they would prefer it paid personally via the payroll. Honoraria rates will be agreed at each AGM to be kept in line with SGPC rates.

### **Honoraria**

- LMC meetings £100
- Chairman's Group Meetings £100
- Attendance conferences eg: SLMC, LMC, Secretaries Conferences, SGPC.
  - ❖ Received Locum backfill for the Practice plus £100 honorarium per day of actual conference.

OR

- ❖ A day allowance of £420 will be paid instead of an honorarium to those who have not received a locum eg: Sessional GPs or those attending in their own time.

The Secretary will receive the honoraria and expenses for meetings, including locum expenses where unavoidable.

- Any other meeting that is not reimbursed elsewhere shall have locum expenses or Sessional Fee up to max £420 per day subject to prior agreement with the Chairman's group

### **Travel Time to Conferences In the Central Belt/England**

Travel to the Scottish Conference which is held in the central belt is paid at an additional half day (of the day before the Conference). This equates to £210 travel time.

Travel to the UK Conference is paid at an additional day (half day travel there and a half day travel back). This equates to £420 travel time.

### **Expenses**

- Travel expenses paid if not covered elsewhere (eg: HHB for main LMC meetings, or GPDF for LMC conferences) on production of receipts.
- Car mileage @45p per mile
- Public transport. Reasonable expenses covered eg: second class air travel, but first class train allowable in order to access laptop.

- Overnight accommodation payable if necessitates leaving before 0600. If in accommodation with specific BMA negotiated rates, then the full amount shall be paid, otherwise up to £100 receipted.
- Subsistence. Up to £30 per evening meal, £15 lunch. Drinks not included.
- If unreceipted, overnight accommodation and subsistence shall be paid at a flat rate of £55 inclusive.

### **GP Subcommittee**

- This will be reimbursed as negotiated with HHB.
- Locum reimbursement of £180 per session.
- Hourly professional fee for actual time spent at meeting £35 per hour
- Sessional Fee for those where locum not employed £180 per session
- Expenses @40p per mile and public transport with receipts.
- Any specific piece of preparatory work outwith meetings should be negotiated with HHB and Chairman's group before reimbursement.
- Overnight allowance for any trip necessitating leaving before 0600 at a flat rate of £55 or by prior agreement with Chairman's group and board representative.
- For GP Subcommittee, if travel involves more than a 3 hour round trip, then a full day can be claimed for one meeting. In general no more than one day's locum expenses will be paid for a single meeting, but if those further afield have specific difficulty and require an overnight stay, then please negotiate beforehand with Chairman's group.
- For GP Subcommittee, if travel time is more than an hour then Committee Members can submit a case to the Chair's Group for an additional professional rate of £45 per meeting.

### **Specific Examples for Reps for GP Subcommittee**

- ❖ North CHP: Golspie/Lairg – half day
- ❖ Lochinver/Brora and North - full day.
- ❖ Mid CHP: Lochcarron/Ullapool/Fort Augustus – half day.
- ❖ Skye/Gairloch/Fort William - full day.
- ❖ South CHP: All half day.
- ❖ Argyll and Bute: All full day, plus overnight allowance where someone needs to leave before 0600.