Expenses policy for Speakers/Chairpersons

PIPA is a non-profit making organisation and so will only reimburse reasonable expenses or those incurred during exceptional circumstances. All expenses or fees must be approved in advance by PIPA.

Speakers

• Speakers who are employed by the pharmaceutical industry or who are PIPA members are expected to be funded by their company for travel and accommodation expenses. If this is not possible PIPA will reimburse travel expenses. This must be approved in advance by the Treasurer plus one Executive Committee member.

• Speakers from outside the pharmaceutical industry may have their travel expenses and accommodation paid for by PIPA, at the discretion of the Treasurer and one Executive Committee member.

• If external Consultants are invited to speak, fees must be agreed with the Committee in advance. Fees should also include travel and accommodation expenses if necessary.

NB. The current agreed Consultant rates are:
  • Up to 2hr session or workshop £250
  • Between 2hrs and 4hrs session or workshop £600
  • Whole day session or workshop £900

Any higher payment should be agreed by the Treasurer and at least one other Executive Committee member.

• The registration fee for all speakers is waived for the day during which they are speaking, but they will be required to pay for the second day if they wish to attend the entire conference.

• Relevant meals are provided by PIPA for speakers for the day of their session.

• Discretionary Honoraria may be sent to all speakers who do not invoice PIPA at Consultant rates.

Chairpersons

• Discretionary Honoraria may be sent to chairpersons as a thank you.

• The session fees for chairs may be waived.

• Chairpersons are not eligible to claim travel expenses.
Expenses policy for Speakers/Chairpersons

Vendors presenting their own products or services
• Commercial vendors, who are presenting their own products and services as part of the scientific programme, are expected to pay the Conference session fee and exhibition fee as appropriate.

Travel and accommodation
• If travel reimbursement is approved by PIPA, the current rates are:

<table>
<thead>
<tr>
<th>Mode of transport</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rail or coach</td>
<td>2nd class travel</td>
</tr>
<tr>
<td>Mileage</td>
<td>41p per mile</td>
</tr>
</tbody>
</table>

Claiming expenses and payment

Speaker expenses should be reclaimed by the speaker, using the PIPA Speaker Expenses Claim Form. Receipts should be attached and where possible these should be VAT receipts.
External Consultants should invoice PIPA, ideally with a VAT invoice, or a simple invoice if they are not VAT registered.
The invoice should be addressed to the PIPA Treasurer, PIPA, PO Box 254, Haslemere, Surrey, GU27 9AF and emailed to treasurer@pipaonline.org