Expenses policy for Speakers/Chairpersons at Meetings or Forums

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.

Speaker Fees at a scientific meeting or forum
- 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.
- Meals are provided by PIPA for speakers.
- Discretionary Honoraria may be sent to all speakers who do not invoice PIPA at Consultant rates.

Chairpersons at a scientific meeting or forum
- 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.
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Vendors presenting their own products or services

- Commercial vendors who are presenting their own products and services are expected to pay the meeting fee, including registration and lunch.
- If a vendor has agreed to contribute financially towards the costs of the meeting or forum, the meeting fee may be waived. This must be agreed with PIPA in advance.

Scribes for Journal

- Discretionary Honoraria may be sent to scribes as a thank you. The value of the honoraria is proposed by the Journal Editors and agreed with the committee.

Travel/accommodation expenses at a scientific meeting or forum

If travel reimbursement is approved by PIPA, the current rates are:

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

Social events are regarded as separate from any scientific or business meeting. Therefore speakers and chairpersons are expected to pay for this event. Invited guests of PIPA are not charged.

Claiming expenses and fees

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