

British Pharmacopoeia Commission

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BRITISH PHARMACOPOEIA COMMISSION
EXPERT ADVISORY GROUPS
PANELS OF EXPERTS & WORKING PARTIES
UK EXPERTS OF EUROPEAN PHARMACOPOEIA GROUPS

EXPENSES CLAIMS AND FEES

Please note the following policy for fee claims for attending BP Commission and BP Expert Advisory Groups (EAGs) meetings and for attending European Pharmacopoeia meetings in Strasbourg. The policy is effective immediately.

BP Commission Members of the British Pharmacopoeia Commission will be paid a combined preparation and attendance fee. A different rate applies for the Chair of the BP Commission. A reduced rate applies to members for part attendance at a meeting.

EAGs Members of BP EAGs will be paid a combined fee for preparation and attendance. As with the BP Commission, a different rate applies for Chairs of EAGs. The EAG combined fee will be paid to members of the BP Commission who attend EAG meetings as members. If the Chair of the BP Commission attends an EAG/Panel meeting, they will be paid at the appropriate EAG member/Chair rate. A combined fee will also be paid to members of Panels and Working Parties in the event that they meet.

Members are eligible for fees and expense payments for meetings they attend. Travel and subsistence is also payable within Department of Health guidelines.

A reduced rate applies to members for part attendance at a meeting. A fee will not be paid to Observers at EAG meetings, but UK travel expenses will be reimbursed in line with current policy.

UK Delegation Members of the United Kingdom Delegation to the European Pharmacopoeia Commission (EPC) will be paid a daily combined preparation and attendance fee at the rate paid to BP Commission members. A fee will not be paid on the day of travel.

An alternate member of the UKD who attends sessions of the EPC in place of a member will be paid the daily combined fee stated above.

Briefing meetings for UK Delegation

A combined preparation and attendance fee will be paid depending on the length of the meeting.

EPC Groups of Experts UK members of Groups of Experts and Working Parties of the European Pharmacopoeia will be paid a preparation and attendance fee when attending a meeting in Strasbourg or contributing to the full meeting by means of a telecommunications medium. UK experts who chair meetings of the Groups of Experts of the European Pharmacopoeia will be paid the same combined preparation and attendance fee as members. Substitute members will be paid the combined preparation and attendance fee.

Members are eligible for fees and expense payments for meetings they attend. Travel and subsistence is also payable within Department of Health guidelines.

Corresponding members

Corresponding members do not attend meetings and do not receive a fee unless otherwise agreed.

Claims; Queries Claims should be recorded on the MHRA claims form, marked for the attention of the Administrative Team, BP & Laboratory Services Group, MHRA, 10th Floor, 10 South Colonnade, Canary Wharf, London E14 4PU (receipts must be provided). Claims need to be made within **3 months** of a meeting. Alternatively, receipts may be scanned and sent electronically. Electronic signatures are accepted. Any queries regarding claims should be sent to bpcom@mhra.gov.uk.

Mr James Pound

Secretary and Scientific Director

August 2018

Expenses Claims and Rates

Current Rates for British Pharmacopoeia Commission Members and Expert Advisory Group Members

This document explains the current rates of subsistence, expenses and fees that members of BP Commission and Expert Advisory Groups may claim. The policy also applies to the UK Delegation to the European Pharmacopoeia Commission and to UK members of European Pharmacopoeia Groups of Experts.

1. Transport

1.1 Private Transport (See box C of Claim Form)

The MHRA does not insure BPC or EAG Members to drive on Agency business (the mileage rate includes a supplement for insurance). It is the responsibility of the member to obtain insurance to use their vehicle for MHRA business before travelling. Members must sign a declaration that they have insurance on the claim form.

- *Motor Mileage* 45p per mile for the first 10,000 miles per annum, then 25p per mile thereafter (an additional 5p per mile supplement may be claimed if carrying a passenger on MHRA business).
- *Motorcycle Travel* 24p per mile (no annual mileage limit).

1.2 Public Transport (See box D & E of Claim Form)

- All public transport including air, train, bus and underground travel may be claimed (Please provide receipts or explanation for why receipts are not attached i.e. Oyster card used, ticket taken at barrier etc.).
- Normal mode of travel is standard class.
- Where appropriate, Senior Railcards should be used to obtain discounts in fares. The MHRA will reimburse the cost of Senior Railcards provided these are used to obtain discounted travel for MHRA business.
- All air travel must be economy class (except flights in excess of 4 hours) unless there is a clear agreed business need to travel business class. First class air travel is not allowed under any circumstance.
- Advanced fixed tickets should be booked going to the venue as all start times of meetings are scheduled well in advance and travel tickets should be purchased as soon as is practicable. If tickets are paid for and then the meeting is cancelled or you are unable to attend then the MHRA will pay for the cost of tickets purchased. In many instances it is difficult to anticipate the finish of a meeting and in this case an open return can be booked with the agreement of the EAG Secretary.
- First Class may be used for rail bookings where an upgrade is provided at no extra cost to the MHRA, at the members' own expense or where First Class is cheaper than all other alternative fares.
- Directives issued by the current Government state that taxis should not be paid for out of public sector funds. The directive states that use should be made of public transport. However, it is accepted that on occasion taxis may still need to be used while on Agency business. All claims for reimbursement for taxi use must be accompanied by a receipt together with reasons for taking the taxi.

2. Miscellaneous (see box F of Claim Form)

- This includes items not covered in other categories, for example, parking fees and tolls. (Please provide receipts).

3. Subsistence (see box G of Claim Form)

- All tickets and receipts must be provided in accordance with the MHRA Finance Policy).

Maximum UK rates of reimbursement for actual amounts spent:

Time away	Normal rate (£)	Alternative (if train meals bought, as train meals can cost more)
Over 5 hours	5.00	One receipted train meal up to a total cost of £5.00
5 to 12 hours	10.00	Two receipted train meals up to a total cost of £10.00
Over 12 hours	25.00	Two receipted train meals up to a total cost of £10.00 + a third up to a cost of £15.00
Purchase of alcohol will not be reimbursed.		

- Maximum Overseas rates of reimbursement for actual amounts spent* The correct maximum receipted reimbursable rates for subsistence that should be used for overseas subsistence are contained on the weblink to the following HMRC page: [HMRC worldwide subsistence rates](#). These are NOT allowances but are the maximum rate up to which the MHRA will reimburse on production of valid receipts.
- Meals provided at someone else's expense* Whenever a meal is provided at someone else's expense (e.g. by the MHRA) the maximum subsistence rate claimed should be reduced by £5.00 (i.e. the normal 'over 5 hours' rate) where lunch has been provided, the meal allowance should be reduced by a further £5.00 where the evening meal has been provided free. Purchase of alcohol will not be reimbursed.

4. Accommodation

4.1 UK Accommodation

Overnight stays in Victoria, London

Overnight stays are not normally required and may only be reimbursed with the agreement of the EAG Secretary. The hotel cost must not exceed £125 per night within London. The MHRA has arrangements with the following hotels in close proximity to its offices in Buckingham Palace Road:

- Grange Hotels: [Preferred option](#) (2 locations available)
- Comfort Inn: 18-24 Belgrave Road, SW1V 1QF
- Best Western, Victoria Palace: 60-64 Warwick Way, SW1V 1SA

4.2 Overseas Accommodation

Maximum rates of reimbursement for overseas accommodation

The correct maximum receipted reimbursable rates for overseas accommodation are contained on the weblink to the following HMRC page: [HMRC worldwide subsistence rates](#). These are NOT allowances but are the maximum rate up to which the MHRA will reimburse on production of valid receipts.

European Pharmacopoeia Experts are given a preferential rate at the following hotel:

- Monopole Métropole, 16 Rue Kuhn, 67000 Strasbourg, France

5. Fees (for members attending in person or by telecommunication).

5.1 BP Commission members

	Chair or Acting Chair	Vice-Chair & Member
Full Attendance & Preparation fee	£500	£325
Part attendance (up to two-thirds)	£200	£150

5.2 Expert Advisory Groups

	Chair or Acting Chair	Vice-Chair & Member	Observer
Attendance & Preparation fee	£325	£200	0
Part attendance (up to two-thirds)	£200	£100	0

5.3 Panels and Working Parties (Fee only paid if a meeting is held)

	Chair or Acting Chair	Vice-Chair & Member	Observer
Attendance & Preparation fee	£325	£200	0
Part attendance (up to two-thirds)	£200	£100	0

5.4 United Kingdom Delegation and Alternates to European Pharmacopoeia Commission

UKD Briefing:

Up to 90 minutes	£100
Half day	£200
Full day	£325

EPC Sessions:

Daily Attendance & Preparation fee	£325
Day of travel	nil

5.5 UK Experts to European Pharmacopoeia Groups of Experts and Working Parties

(Fee only paid if a meeting is held)

Attendance & Preparation fee (Chair including attendance at EPC Sessions; member or substitute member in person or by telecommunication).	
3hrs or over	£200
2hrs to 3 hrs	£150
1hr to 2hrs	£100