



# The ITP Support Association

REG. CHARITY NO. 1064480

ITP Support Association  
The Platelet Mission,  
Kimbolton Road,  
Bolnhurst  
MK44 2EL  
United Kingdom

## **ITP Support Association Expenses Policy** **(Covers those who are representing the ITPSA)**

The following criteria has been produced in order to give those who are asked to carry out work on behalf of the ITPSA a guide as to what out of pocket expenses can be claimed.

Any such expenses should be claimed using the ITPSA Claim Form which is available from the office by emailing [info@itpsupport.org.uk](mailto:info@itpsupport.org.uk).

Much of the information below is based on current HMRC guidelines (e.g. mileage)

### **UK Travel – claimable expenses**

- Economy only train travel (off peak where practicable)
- Mileage allowance if travelling by car @ .45p per mile.
- 50% of taxi rates fare if choosing cab over tube in London.
- Parking at local Rates
- Overnight Hotels – Premier Inns / Travel Lodge or similar with Breakfast included\*.

***\*Hotel tariffs are wildly fluctuating in the UK, especially between Central London and other UK cities. Where individuals are in doubt over "reasonable costs" of a stay, please seek clarity from CEO before booking accommodation.***

### **Food & Beverage Allowances**

The following figures are HMRC Guidelines, which have not been updated for a long period of time.

- 10 hrs £10 coffee and a sandwich\*
- 15 hours and over is £25 to £35.\*\*
- Please note, sometimes people will visit places on behalf of the ITPSA that they would not normally go to and be subject to additional costs, we do not want to see anyone out of pocket, so reasonable out of pocket expenses will be allowed.

***\*We all would normally feed and water ourselves in the course of a day, hence starting at the 10 hours a day point?***

***\*Please note, no claims for alcohol will be accepted.***

### **MEDICAL ADVISORY PANEL**

**UK:** Prof. A.C Newland; Dr A.B. Provan; Dr W Lester; Dr J Thachil; Prof N. Cooper Dr J Grainger; Dr M Richards; Dr C Bagot; Dr V McDonald,

**Ireland:** Dr G Crotty **USA:** Prof. S Cataland; Dr C Neunert, Prof D Kuter,

## EU/Global

- Economy Flights (including hold baggage if required) (Most flights will be covered by sponsorship from the sponsoring organisation for the event being attended)
- Taxis permitted to and from Airports/Hotels and other venues if necessary.
- 4 \* Hotel accommodation including breakfast\*.
- Evening Meals, Lunch & Coffees, reasonable costs only if not supplied by the meeting or event organisers.

***\*Please note we do not cover expenses for accompanying persons on trips (travel or meals)***

***\*Hotel tariffs are wildly fluctuating in the UK, especially between Central London and other UK cities. Where individuals are in doubt over "reasonable costs" of a stay, please seek clarity from CEO before booking accommodation.***

***\*Please note, no claims for alcohol will be accepted.***

Individuals are responsible for their own Travel Insurance.

The following amendment (Appeals process) has been made to the ITPSA Expenses Policy for any expense claims from this date.

### Appeals Process

If after an expense claim has been submitted and reviewed the CEO feels that the expense claim in question is unrealistic or unreasonable, the CEO will then have the option to ask the Chair and two independent members of the board for their opinion.

The decision of the appeals process will be final.

***This policy was reviewed over the Summer and compared with expenses policies from other 'small' charitable organisations and found to be in line with current evidence.***

***This amended policy was discussed and agreed by the Chair, CEO and Deputy CEO in September 2024***

*Mervyn Morgan*

Mervyn Morgan

Chief Executive officer

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#### MEDICAL ADVISORY PANEL

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