



EMQN CIC Office
 Unit 4, Enterprise House
 Pencroft Way
 Manchester Science Park
 Manchester, M15 6SE, UK
 Tel: +44 (0)161 757 1591
 Email: office@emqn.org

External Stakeholder Expense Claim Guidance

External stakeholders may need to travel or book accommodation related to EMQN Business. There are two ways travel and accommodation can be booked:

1. By using the Corporate Traveller Agent (preferred option). EMQN will advise you on this.
2. Individuals book their own travel and claim back costs within the prescribed limits below:
 - Travel within the EU: Limit £400
 - Long haul travel: Limit £1500
 - No first-class travel.
 - No business class travel.
 - Economy option on all flights except Long-Haul (e.g., Australia, New Zealand, Canada, Hong Kong, India) where Economy Plus can be offered. •Cancellation option on all flights if possible.
 - Flights for 3rd parties cannot be booked e.g., family members through the travel portal.

In all cases, the option should be the most reasonable cost option and justification may be requested. If you are booking your own travel, and the amount exceeds the amount given above please contact events@emqn.org for approval before booking.

We encourage public transport instead of taxis, particularly for longer distances. Please keep all receipts. The sharing of taxis is encouraged with other EMQN stakeholders where possible.

Mileage for travel to and from airports or the place of the meeting may also be claimed where this is a reasonable cost option:

Type	First 10,000 business miles in the year
Cars and vans	45p
Motorcycles	24p
Bicycles	20p

Limitations/thresholds on accommodation:

Please note that in some cases EMQN may secure your accommodation, if unsure please check before booking.

- The maximum room rate offered is £175 including breakfast.
- Extras charged to rooms must be settled at checkout. Only reasonable costs can be claimed back.
- Only one room per person.
- Multiple occupancy additional costs must be paid for by the guest. (e.g., second breakfast).

In all cases, the option should be the most reasonable cost option and justification may be requested.

Important note: The complete history of this document including its author, authoriser(s) and revision date, can be found on Q-Pulse
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Other expenses:

Incidental expenses per day:

Expense	Rate/day
Hotel Breakfast	£15
Other Breakfast	£10
Lunch	£15
Dinner (including 1 alcoholic drink)	£30

Other costs such as travel insurance, pre-booking seats, additional baggage, and reasonable expenses directly related to the activity may be claimed noting the Exclusions below.

Any expenses outside of this scope must be approved in advance of booking.

Exclusions (which cannot be claimed):

- Credit, debit, and card fees (including interest and annual costs).
Laundry service/dry cleaning.
- Mini-bar contents.
- Movies/videos, newspapers.
- Parking fines.
- The loss/theft of goods.
- Childcare or Petcare.
- Any personal elements.
- Damage to personal vehicles.
- Spa and health/fitness clubs.
- Clothes.
- Flowers, sweets, confectionery.
- Tourist attractions.
- Bar bills.
- Additional hotel services.

This list is not exhaustive.

IMPORTANT – Duty of Care/Liability and Insurance

Please be aware you are **not** covered by any EMQN CIC company insurance policies including medical cover, travel insurance, or employee liability. Your attendance is voluntary. We strongly recommend taking out personal travel insurance to cover yourself for any losses, travel disruption, or health-related issues, and/or if traveling as part of the assessor role, it is recommended that you check with your employer. Reasonable costs of travel insurance (if purchased) can be claimed back from EMQN (EU Cover: up to £30; Rest of World Cover up to £150)

EMQN will provide any reasonable assistance regarding travel and your accommodation. Key contact numbers are shared in the agenda in case of emergencies. However, for general queries or updates on your attendance, please e-mail events@emqn.org.

If you have booked travel through Corporate Traveller, you can also contact them for advice by e-mailing Lusía Rokitta at lusia.rokitta@corptraveler.co.uk or calling the number **+44 207 840 7920** during the working day and after hours.

We advise everyone to take care of their possessions as these are not covered by EMQN CIC. Please do not leave your belongings unattended. EMQN staff will endeavor to be constantly in attendance within the meeting room, but you always remain responsible for your own belongings. Loss of any possessions is not covered by EMQN CIC's insurance. If you are using your own vehicle for travel to an event, please ensure your vehicle insurance policy covers you for this.

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Version 6

Additional information

EMQN cannot book/secure or accept any costs for extended stays for personal reasons including additional nights in hotel rooms or upgrades above the limitations of this policy. Individual travellers must book this directly with the hotel and this includes dual occupancy unless the traveller requires support from another person to complete their EMQN activities. Please contact the EMQN Team in advance if you require any special assistance.

Flight dates are allowed to be in advance or prolonged should a traveller wish to have an extended stay in a location where the costs are reasonable.

EMQN will endeavor to pay all reasonable costs. Stakeholders may claim expenses they incur on behalf of other stakeholders (Taxis/Meals and Drinks etc.) but please note this on the claim form.