

LDC CONFERENCE EXPENSES

7 and 8 JUNE 2007

Overnight Accommodation

Virtuoso, our recommended hotel booking agency, have negotiated reduced rate hotel rooms at the Birmingham Metropole NEC for both GDPC members and LDC Representatives.

When booking your accommodation through Virtuoso (see below) **it is very important to indicate whether you are an LDC or a GDPC representative so that they can invoice the LDC Conference for LDC representatives and the BDA for GDPC members.** Please note that LDC Observers are also able to use this service but must settle the full cost of their accommodation plus any extras on their departure from the hotel.

Bookings

The attached form can be used to book accommodation through Virtuoso and it is recommended that bookings are made as soon as possible.

Alternatively, bookings may also be made on-line through www.virtuosold.com - click on the 'event bookings' button. In order to view the event you must log in first. If you have used the website before, simply enter your username and password and you will be able to proceed to select your event and view the options and details of the hotels and select which one you would like to book. If not, you will need to register as a user before going any further. Follow the on-screen instructions and fill in the boxes and press 'Register'. You will shortly receive an e-mail confirming your registration. Once you have this you can log on, select the event, view the hotels, make your selection and book on-line. Once your booking is complete you will receive an e-mail confirmation from Virtuoso.

Always ensure you check the details and take note of the cancellation policy.

LDC representatives and GDPC members will be reimbursed according to the BDA rate of £108.00 + £12.00 breakfast allowance. LDC representatives and GDPC members will have to pay any excess amount if accommodation bills are above this reimbursement rate, whether booked through Virtuoso or not. Anyone not using Virtuoso must submit his or her tickets and receipts with their claim form.

If you have arranged overnight accommodation with friends/relatives in Birmingham, an allowance of £25 will be paid.

Travel

BDA rates will be used in the reimbursement of travel costs. When travelling by car, the Conference will pay 37p per mile plus parking. Mileage will be paid between home and the most appropriate BR station/airport. If you choose to make the whole journey by car, an amount not more than the total standard class rail fare will be reimbursed. If extra named passengers travel on the same journey, an additional 25% of the cost will be paid. Taxi charges will not normally be paid where public transport is available.

Wherever possible, representatives should book in advance for discounted air and rail tickets - a full fare might not be fully reimbursed where discounted prices would have been available.

Travel expense forms

A travel expense form will be distributed with the agenda mailing. **Claims must be received within 28 days of return journey.** The Agenda Committee will decide LDC Representative claims, which cannot be agreed by the Treasurer.