



LDC CONFERENCE EXPENSES

9 and 10 JUNE 2011 – Grand Connaught Rooms, London

Overnight Accommodation

Fresh Reservations, our recommended hotel booking agency, have negotiated reduced rate hotel rooms at the Hotel Russell for both GDPC members and LDC Representatives.

When booking your accommodation through Fresh Reservations (see below) **it is very important to indicate whether you are an LDC or a GDPC representative so that the hotel 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 Fresh Reservations and it is recommended that bookings are made as soon as possible.

Alternatively, bookings may also be made on-line through www.freshres.co.uk - Click on the “click here to find your event” and either click on the LDC Conference logo or enter LDC in the event name box and click search. If you have used the website before, simply enter your email address and password and you will be able to proceed to book your hotel room. 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, make your selection and book on-line. Once your booking is complete you will receive an e-mail confirmation from Fresh! Reservations.

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

Please note that LDC Representatives’ bed and breakfast room rates will be paid directly by the Agenda Committee for single rooms up to the value of £168.80 inc vat at the Hotel Russell. Bed and breakfast at all other hotels should be paid directly by the guest and will be reimbursed by the Agenda Committee up to the value of £120 in vat. GDPC members’ bed and breakfast rates will be paid by the BDA for single rooms up to the value of £120 inc vat. Any excess and additional costs should be settled on departure by you. Anyone not using Fresh Reservations must submit their receipts with their claim form.

If you have arranged overnight accommodation with friends/relatives in London, 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 40p 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. Rail costs will be covered at no more than a standard fare. 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. Directions to the venue can be found at:

<http://www.grandconnaughtrooms.com/location/how-to-find-us>

Travel expense forms

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