

## SCALE OF MEMBERS', ADVISERS' AND VISITORS' FEES AND EXPENSES

### Members' and Advisers' Fees

For a meeting lasting a day or part of a day (provided that not more than one fee is payable in respect of any one day). £270

### Visitors' Fees

For each day or part of a day spent on a Visit or other business. £270

### Members', Advisers' and Visitors' Travelling and Subsistence Expenses

1. For travel in attending meetings of the Council or its Committees or otherwise on the business of the Council:-

- (i) payments actually made for the most cost effective conveyance covering travel by rail, sea or air, including supplements and necessary use of taxis;
- (ii) for travel by private car, 40p per mile for the first 10,000 miles; and actual garage and parking fees.

2. When the Member, Adviser or Visitor is absent from home or business in attending meetings of the Council or its Committees or otherwise on the business of the Council, expenditure on subsistence will be reimbursed **against receipts issued** up to the following limits:

- (i) for lunch, up to £20 per day, unless lunch is provided;
- (ii) for dinner, up to £35 per day;
- (iii) for each night's absence in respect of bed and breakfast, up to £140 per night.

3. When a Member, Adviser or Visitor is claiming for attending a commitment to another organisation, then the additional travelling, etc. is properly charged to the GOC and the form annotated to indicate the circumstances.

### NOTES

(1) Expenditure receipts are required for all subsistence claims and taxis; ticket counterfoils and boarding passes for airline tickets, and ideally receipts for all other incidental expenses should be attached to expense claims incurred whilst on GOC business.

(2) Claims for subsistence (where meals are not supplied by the GOC) may not exceed the daily limits shown.

(3) Where a Member, Adviser or Visitor is claiming travelling expenses from another organisation in respect of any day for which travelling expenses is now claimed, the claim against the GOC should relate only to any additional costs necessarily incurred and the form annotated accordingly.

General Optical Council  
41 Harley Street  
LONDON  
W1G 8DJ

Tel: 020 7580 3898 Fax: 020 7436 3525