

Society for Endocrinology Expenses and Honoraria Policy – December 2025

1. Purpose

The Society can only carry out its activities through the hard work of volunteers who contribute their expertise and time. To recognise this commitment, the Society will reimburse expenses incurred by these volunteers, may offer free or discounted registration at events, thank demitting members with a retirement gift, and where appropriate will offer an honorarium payment. This policy sets out the guidelines for the above particularly in relation to speakers, chairs and Award and Prize winners at Society events, together with approval processes for the expenses of other official roles. The Society for Endocrinology office will process all expenses in line with this policy and internal staff have limited discretion.

2. Scope

This policy applies to:

- Event organisers, speakers and Award and Prize winners at Society events
- Committee members attending official committee meetings
- Journal Editors attending Editorial Board meetings
- Any other individuals (excluding employed staff) carrying out Society business
- Expenses are **not** paid for abstract presenters or session chairs at events.

Reimbursable expenses include:

- Travel (economy class rail or air travel)
- Travel sundries (car park, taxis, local transport)
- Mileage allowance @ 45p per mile.
- Accommodation (standard single occupancy, up to 4*)

All claims should be supported by receipts; car mileage to be supported by journey details and distance travelled.

3. Expenses

3.1 Event registration

The following individuals will receive complimentary event registration, which includes the Conference Dinner (if applicable)

- Lead event organisers and programme coordinators
- Clinical Update workshop facilitators
- Invited speakers (including Endocrine Network Convenors)
- SfE Officers

- Society Award and Prize winners
- Society Journal Editors in Chief (if attending Editorial Board meeting)
- Society Journal Editors will receive 50% discount on event registration if attending Editorial Board meetings)

3.2 Accommodation

The following individuals will receive complimentary accommodation, organised through the Society office (individuals should normally contact the office in advance if they wish to make their own accommodation arrangements)

- Lead event organisers
- Clinical Update workshop facilitators
- Invited speakers (if timing of talk warrants one overnight stay for UK speakers, up to two nights for Europe speakers and up to three nights for US/rest of the world speakers)
- Society Officers (up to three nights)
- Society Award and Prize winners (up to three nights)
- Committee/Editorial Board members if one overnight stay is necessary

3.3 Contributions towards travel costs

All individuals carrying out official Society business may have their travel reimbursed up to the following values:

- From within UK: up to £300
- From Europe: up to £500
- From US/Rest of the world: up to £3,000

Committee expenses will normally only be reimbursed for UK travel only.

3.4 Specific cases

The Society's affiliated patient support groups are also entitled to claim for up to £500 per year against travel and accommodation to allow them to exhibit at Society events.

Members who are part of the Society's Leadership and Development Award Programme are entitled to claim up to £750 to cover travel and accommodation for SfE BES, which must also include the cost of the Early Bird Concessionary registration rate.

3.4 Submission Process

- Claims must normally be submitted within 30 days of the expense being incurred to the Society office.
- Photos of original receipts must be provided.

- Claims should be submitted electronically using the Society's official expense claim process.

4. Honoraria

4.1 Eligibility

Honoraria may be paid to individuals in recognition of their time and expertise, including:

- Journal Editors
- Award and Medal Winners (where applicable and approved)

4.2 Amounts: Journal Editors

Payments are subject to applicable tax regulations and reporting requirements.

Editors-in-Chief, Deputy and Associate Editors (including named geographical editors) receive annual honoraria as follows:

Maximum payments

JOE/JME

- Editor-in-Chief: £14,000 (may be split between Co-Editors-in-Chief)
- Deputy Editor: £3,000

Endocrine Related Cancer (may be split between Co-Editors-in-Chief)

- Editor-in-Chief: £15,000
- Deputy: £3,000

Endocrine Connections (costs shared equally with European Society of Endocrinology)

- Editor-in-Chief: £10,000
- Deputy: £3,000

Editorial Boards

- JOE/JME: £25 per article
- ERC: £25 per article
- EC: £25 per manuscript
- Statistical Advisor: £75 per manuscript handled

4.3 Amounts: Award and Medal Winners

Honoraria are paid only to Award winners who are at Early Career or Student members for relevant Medals and Prizes. These include:

- Starling Early Career Medal for Research Excellence: £1,000

- Nikki Kieffer Medal for Excellence in Endocrine Nursing: £1,000
- Emerging Researcher Prize: £750
- Outstanding Clinical Practitioner Award: £750
- Inspirational Public Engagement Award: £750
- Outstanding Teacher of the Year Award: £750
- Student Media Award: £300, £200 and £100 for 1st, 2nd and 3rd place respectively

4.4 Payment Process

Honoraria will be paid via bank transfer upon completion of duties or attendance at the relevant event.

Recipients must complete a payment form and provide necessary documentation as requested by the office.

5. Retirement Gifts

The Society provides a gift to retiring Officers and Editors-in-Chief to the following maximum values.

- Editors-in-Chief and Officers £300
- Council members and Committee Chairs £60

The General Secretary may authorise leaving gifts for staff with long service.

6. Exceptions

Any exceptions to this policy must be approved in advance by Council.