

1. GENERAL

This form should be used to claim for **any reimbursement of expenditure** to which you are entitled. The policy of the College is that you should neither suffer nor benefit financially as a result of any reasonable costs that you personally incur while on College business. These notes are intended to indicate for expense items what is considered reasonable. To prevent any delay in making payment to you, you are expected to obtain **approval in advance** for any expense items that are likely to exceed this guidance. To find out how to obtain approval in advance, or if you have any queries about expenses or other costs, please **contact your staff contact at the College (usually a Head of Department) or the Finance Department (tel: 020 7092 6000; e-mail: finance@rcpch.ac.uk).**

The College expects early booking for rail and air travel and for accommodation so as to take advantage of any significant discounts. If you are subsequently unable to use the booking and the discount means that no refund is payable, the College will still reimburse you. If your claim includes costs in respect of **other people**, please record their names. Please submit your claim within **four weeks** from the date of the meeting or event. **Please note the absolute maximum time limit for claims to be accepted by the college is 6 months from the date of the meeting or event after which we will be unable to process them.**

2. RECEIPTS and TICKETS

Travel - To confirm date, class and cost of travel **original tickets** are required; if the tickets have been collected then original receipts are acceptable instead. **Original receipts must be provided for all other elements of any claim.** Credit card vouchers or photocopies of receipts are **not** sufficient. The only allowable exceptions to the above requirement for tickets and receipts are tube fares or similar, car mileage claims and car parking costs.

3. OTHER COSTS

Sections 4 & 5 provide guidance on expense items. This form can be used to claim reimbursement for other items (e.g. books, telephone calls, stationery, eye tests for staff within limits publicised by HR department) provided you have obtained permission in advance from the relevant budget holder at the College and, as for expense items, the expenditure must be reasonable and must relate "wholly, exclusively and necessarily" to the performance of your College duties. If an item you are claiming would ordinarily or reasonably be supplied by the College's Facilities or IT Departments then the claim will also be subject to their approval.

4. TRAVEL

The College expects early booking for all travel tickets so as to take advantage of any significant discounts. If you are subsequently unable to use the booking and the discount means that no refund is payable, the College will still reimburse you.

4.1 Rail - Where possible please obtain a **reduced or discounted fare by booking in advance.** **Standard Class travel** - you can reclaim actual travel costs.

First Class travel can be claimed **(a)** if the journey (departure station to destination station) is more than 250 miles or **(b)** if the cost is less than 75% of the full Standard Class fare or **(c)** if you travel frequently on College business - please contact the Finance Department for details of "(c)" If you have not been able to obtain any discount on the full fare please briefly explain the reason on the form (e.g. meeting called at short notice, no discounted fares available on this route).

4.2 Car, Motorcycle and Scooter - Subject to a maximum of the equivalent rail fare that would have been incurred, mileage will be paid at **25p per mile**. This rate does not include depreciation etc but is for the additional costs of the journey only

Car parking when connecting to public transport can be claimed. **Road tolls** can be claimed. Car parking fines and other fines will **not** be paid.

4.3 Bus/Taxi/Tube - Actual fares.

4.4 Air (not overseas) - For the purposes of reducing the Colleges carbon footprint, those travelling on college business are **encouraged not to travel by air**. If the distance in one direction between your first and destination stations is **400 miles or less** then you **must have obtained approval in advance**, please speak to your staff contact at the College for details. If air travel is approved the cost should not exceed the equivalent cost that would be allowed for your journey by rail.

4.5 Air (overseas) - Economy class if scheduled flight time is less than six hours. Business class may be claimed if scheduled flight time is six hours or more.

5. OVERNIGHT ACCOMMODATION AND SUBSISTENCE

The College expects early booking for accommodation so as to take advantage of any significant discounts. If you are subsequently unable to use the booking and the discount means that no refund is payable, the College will still reimburse you. Hotel accommodation would normally be reasonable when attendance involves leaving home before 07.00 and/or arriving home after 22.00. Similarly for meals: for breakfast, if leaving home before 07.30; and for dinner if away from home after 19.00. The following are the current worldwide **maximum amounts that will be paid** (all prices are based on a double room with breakfast and include any VAT) :

Bed and Breakfast - £142 per person, per night
Breakfast - £10 per person
Lunch - £15 per person
Dinner - £25 per person

In London, to help you keep within the maximum amount for B&B, the College has negotiated preferential terms with a few local organisations. Please note that the maximum amounts apply whether or not you use these hotels.

Thistle Bloomsbury - For up to date availability and specially negotiated rates please call Booking Partners on 0845 658 4344 or email reservations@bookingpartners.co.uk. **Quote corporate ID – RCPCH**

The Royal College of Physicians of London is available to all RCPCH members, whether or not they are members of the RCP (L). Tel 0207 935 1174

Royal Society for Medicine the Domus Medica hotel is only available to **RSM** members. Tel 0207 290 2960 to book or online at www.rsm.ac.uk. The **Novartis Foundation** is available to "graduates in science or medicine from any part of the world who are making a professional visit to London" . Tel 0207 636 9456.