



Expenses claim form

For all college and federation business, claims must be submitted within six months from the date the expense was incurred. Please see details of the RCP expenses policy overleaf. Please note: Our auditors have advised us that no claims should be paid unless accompanied by supporting vouchers or appropriate papers.

Title	Surname		Forename	
Address				
Purpose of travel				
Signature of claimant			Date of travel	

Please use Supersonic Travel for all travel bookings: enquiries@supersonictavel.net

Expense type			Amount
Air	From:	To:	£
Train / tube	From:	To:	£
Taxis	From:	To:	£
Car / Parking <small>Mileage allowance 45p per mile</small>	From:	To:	£
Accommodation			£
Meals			£
Other (Please specify)			£
			£
Total expenses claimed			£

* Add your rail card details if appropriate.

For college use only: _____

Authorisation:		Date:	Cost code
Personal code		Date:	Voucher number

Return to:

Royal College of Physicians, 11 St Andrews Place, Regent's Park, London, NW1 4LE



RCP expenses policy

This policy applies to officers, staff and everyone travelling on RCP business. Expense claims may be rejected if this policy is not followed without good reason. All claims for expenses must be submitted on the appropriate form (see overleaf), together with supporting receipts or vouchers. Wherever possible, expenses not covered by this policy must be agreed in advance or they may not be reimbursed. Claims must be submitted within six months of the expenditure being incurred. Any claims made after that period, and any expenses incurred outside of the limits of this policy, will exceptionally only be paid at the discretion of the Treasurer.

1 Travel

The RCP has an appointed agency that handles all College and Federation travel requirements, both within the UK and internationally. In order to enable us to monitor our travel patterns and reduce costs, the agency must be used for all air and rail bookings. Contact details are:

Supersonic Travel Ltd

E-mail: enquiries@supersonictavel.net

For Rail Bookings: http://www.supersonictavel.net/enquiries/Enquiry_Rail.html

For Air Travel Bookings: http://www.supersonictavel.net/enquiries/Enquiry_Air.html

Tel: 020 7240 2552

2 Air travel

Advantage must always be taken of the significant discounts available on both rail and air travel, by booking at least 42 days ahead. The following classes of fare may be booked:

2a Air travel within UK

Standard economy class

2b Air travel outside UK

Standard economy class, except:

Flight time longer than six hours, day time

business class

Flight time longer than four hours,
departure after 8pm local time

business class

It is not permitted to switch a business class fare to economy class, in order to subsidise another person's travel.

3 Rail travel within the U.K.

In order to take advantage of discounts, bookings must be made at least eight days in advance. Where appropriate, bookings must be supported by a rail pass. The following classes of fare may be booked:

Standard economy class, except:

Journey longer than one hour and booked in advance

first class

All tickets purchased on the day of travel will be reimbursed at standard class only.

4 Car mileage

The RCP will pay car mileage at a rate of 45p per mile. However, where a car is used for convenience on long journeys instead of public transport, the College will pay only the cost of public transport for the same journey.

5 Other travel

It is permitted to claim expenses for the following types of travel:

- * Public transport or taxi fares between the home and the airport or between the place of work and the airport.
- * Taxi fare from the station or airport to the hotel or venue in the same city, when travelling overseas.
- * Train, bus or public transport fare if the airport and the meeting are in different cities.
- * Tube, buses or public transport for local journeys in the UK, taxis if necessary overseas.
- * Shared car or taxi if group travel, either in the UK or overseas.

6 Hotel and overnight accommodation

Visitors to London on RCP business should book the RCP accommodation at William Harvey House if possible.

Contact details are:

Tel: +44 (0)20 3075 1425

E-mail: HarveyHouse@rcplondon.ac.uk

Online reservations: <http://www.rcplondon.ac.uk/benefits/william-harvey-house>

The RCP has appointed an agency that handles all other hotel bookings. They are:

Hotel Reservations

Tel: +44 (0)1268 572003 (Wendy)

E-mail: res@hotelreservations.uk.com

This agency must be used to make reservations for overnight accommodation, except for William Harvey House and as specified below:

- * For overseas hotel accommodation, these may be booked by the traveller. Hotels booked should be an equivalent to a UK 3- or 4-star, dependant upon the city.
- * Claims of £30 per night may be made for stays in private accommodation whilst away from home.

7 Meals and expenses

The RCP will meet the cost of: -

- * English/continental breakfast in hotel
- * reasonable 2-course lunch (where not included in conference, etc)
- * reasonable 3-course dinner (where not included in conference, etc) excluding alcohol
- * reasonable costs of tea/coffee/refreshments (where not included in conference, etc).

8 Incidental expenses

The RCP will meet the cost of: -

- * daily newspaper
- * telephone calls to family – Skype/BBM calls if possible. If not, standard telephone calls to a maximum of £15/day if travelling abroad.

9 Travel insurance

The RCP provides insurance cover for everyone travelling on RCP business. The flyer for 'Chubb Assistance' published with this policy or available from Finance, gives information on the cover provided and how to obtain assistance.