

EXPENSES CLAIM FORM – COLLEGE MEMBERS

PLEASE GIVE YOUR COLLEGE MEMBERSHIP NUMBER

NAME:

MEMBERSHIP NO.

ADDRESS:

PLEASE RETURN YOUR COMPLETED FORM TO: THE FINANCE DEPARTMENT, THE ROYAL COLLEGE OF PSYCHIATRISTS, 17, BELGRAVE SQUARE, LONDON SW1X 8PG

DETAILS OF EVENT FOR WHICH YOU ARE CLAIMING INCLUDING TITLE, DATE/S & NAME OF COLLEGE ORGANISER

TRAVEL	£	OTHER (PLEASE SPECIFY)
RAIL (STANDARD)		
RAIL (SLEEPER)		
UNDERGROUND		
TAXI		
CAR NO. OF MILES () @ 35P PER MILE		
CAR PARKING		
BUS		
AIR		
TOTAL TRAVEL CLAIMED	£	()

SUBSISTENCE	£	OTHER (PLEASE SPECIFY)
ACCOMMODATION (NUMBER OF NIGHTS =)		
MEALS (PLEASE TICK AS APPROPRIATE)		
<input type="checkbox"/> BREAKFAST		
<input type="checkbox"/> LUNCH		
<input type="checkbox"/> DINNER		
TOTAL SUBSISTENCE CLAIMED	£	()
TOTAL CLAIMED	£	()

I HAVE BEEN UNABLE TO CLAIM REIMBURSEMENT FROM ANY OTHER SOURCE AND I ENCLOSE RELEVANT RECEIPTS & USED TRAVEL TICKETS. I UNDERSTAND THAT THIS CLAIM WILL NOT BE PROCESSED UNLESS ALL ORIGINAL RECEIPTS & TICKETS ARE ATTACHED. I CONFIRM THAT I HAVE READ THE GUIDANCE NOTES BEFORE COMPLETING THIS FORM. I WISH TO BE REIMBURSED IN **STERLING/EURO/OTHER** (Please State)

SIGNED: _____

DATE: _____

DATA PROTECTION STATEMENT

The College's Data Protection Statement can be viewed at <http://www.rcpsych.ac.uk/dataprotection>



PLEASE PRINT GUIDANCE NOTES ON THE REVERSE.

Travel & Subsistence Claims

GUIDANCE NOTES FOR MEMBERS OF THE COLLEGE

(PLEASE READ THESE NOTES BEFORE COMPLETING THE CLAIM FORM)

(PLEASE PRINT THESE NOTES ON THE REVERSE OF THE CLAIM FORM)

General

Elected members who incur unavoidable travel and subsistence expenses in attending meetings of the following may claim reimbursement from the College if not able to claim from an employer, Council, Court of Electors, Standing or Special Committees of Council or the Court of Electors, Executive Committees of Faculties, Sections and Divisions. Co-opted members may claim provided that their cooption has been approved by the Executive and Finance Committee. Members of Sub Committees or Working Groups may claim expenses if, and to the extent that, Council has specifically authorised the groups. Payment of other expenses must be authorised in advance by the Honorary Treasurer.

RECEIPTS

Please submit your claim within eight weeks of the date the expenses were incurred. **Receipts are necessary for any expense you are claiming.** In addition please note that original travel tickets **must** be submitted in order to satisfy audit and Inland Revenue requirements. It is **not** sufficient to provide only credit card receipts or the receipt that is printed when e.g. a rail ticket is issued. If you have an electronic ticket (e.g. for air travel) please provide a copy of the confirmation together with a boarding card if available. If you are claiming for a meal or the bill is for more than one person please list the names of those present. If you are not sure what is needed please check with the Finance Office before sending in your claim – this will prevent any delay in making payment to you. **Please note: The College will not reimburse travel with an Oyster card. For reimbursement please purchase a paper ticket when travelling on behalf of the College.**

TRAVEL CLAIMS

The College will reimburse:

- Standard class rail fares
- 1st class rail sleeper fares
- Domestic air travel where this is the only practical means of transport
- International air travel at the cheapest fare available (usually Apex and usually economy class)
- Car mileage at 35p per mile (regardless of engine capacity). The total reimbursed for car travel will not normally exceed the standard class rail fare for the equivalent journey.
- Car parking fees (but not fines)
- Taxis (where public transport is not a practical alternative)

Subsistence

The College will reimburse:

- Overnight hotel stay in London, Dublin or Edinburgh up to **£115** per night

Special rates of **£107.00 per night including full breakfast have been negotiated with Jury's Hotels in London, Edinburgh and Dublin and where possible accommodation should be booked with them unless a cheaper alternative can be found. All booking requests should be made via the Head of Facilities & Office Services, by e-mail to: cfreestone@rcpsych.ac.uk*

- Overnight hotel stay elsewhere up to **£100** per night
- Meals [Breakfast (up to **£10**), Lunch (up to **£15**), Dinner (up to **£25**)

For absences of 12 hours or more, a daily allowance equal to the total value of the current breakfast/lunch/dinner rates may be claimed, supported by relevant receipts (currently up to £50 per 12 hours).

However, if any meals are provided by hotels/conferences/events then the relevant allowance will be deducted from the 12 hour allowance.