



TRAVEL AND SUBSISTENCE GUIDANCE

The Royal College of Psychiatrists is a Charity and, as such, there is a legal obligation to act prudently and to provide value for money.

These guidelines apply to all Officers, members, staff and users and carers. The College does not pay for partner expenses.

Travel should be booked through the College at least three weeks in advance.

Pharmaceutical sponsorship should not be sought for College travel. Where an organisation invites a member to an event and offers to pay expenses, this can only be accepted where a clear audit trail is available.

All international travel should have a clear stated outcome aligned with the overall objectives of the College. International travel should be budgeted annually and approved by FMC in advance.

Original receipts must be attached to the relevant College expense claim form.

College Directors/Heads of Department authorise member, staff and carer and user expenses.

The College Chief Executive authorises Officers' expenses.

1. Travel

The College will reimburse the following business related travel:

- Standard advance rail fares
- 1st class rail sleeper fares
- Underground
- Bus
- Domestic air travel by economy class
- International air travel by economy class (unless the journey is more than 5 hours when business class is permissible)
- Car mileage at 40p per mile - the total reimbursed for car travel will not normally exceed the advance standard class rail fare for the equivalent journey
- Car parking fees (but not fines)
- Congestion charge and tolls
- Taxis where equipment is being carried or where public transport is not a practical alternative (e.g. late at night)
- Bicycle mileage at 20p per mile

2. Subsistence

The College will reimburse the following business related subsistence:

- Overnight stay in London, Dublin, Belfast or Edinburgh up to £135 per night including VAT and breakfast (elsewhere up to £120 per night)
- Meals: Breakfast (up to £10) if not included in a hotel rate, lunch (up to £15) if not included in a conference package and dinner (up to £25).

Richard Burton (November 2011)