



Travel & Subsistence Claims

Guidance Notes for External Claimants

(Please read these notes before incurring expenditure and completing an online claim)

Service Users & Carers: The Council of the Royal College of Psychiatrists has approved the reimbursement of travelling expenses, subsistence costs and a session fee of £50 for a half day or £100 for a full day for patient/carers attending Council, other relevant standing and special committees, working parties. The College does not pay session fee for attendance at conferences. You are advised that the session fee paid for your participation might be considered earnings by the Benefits Agency, and might affect your entitlement to Benefits. It is each individual's responsibility to inform their benefits adviser or contact the Jobs & Benefits / Social Security office that pays their Benefits before attending a College event where session fees are usually paid.

N.B NCCMH advisors please speak with your College organiser to confirm session fee rates.

College Members/ Speakers/ Trainers & Other Claimants: 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, Education, Training and Standards Committee (ETSC), Standing or Special Committees of Council or ETSC, Executive Committees of Faculties, Sections and Divisions. Co-opted members may claim provided that their co-option has been approved by the Finance Management 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.

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.

Travel

The College will reimburse:

- Bus
- Underground
- Standard advance rail fares
- Rail sleeper fares (if pre-approved by the College)
- Domestic air travel where this is the only practical means of transport or more economical than rail
- International air travel at the cheapest fare available (must be pre-approved and booked by the College)
- Car mileage at 40p 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 charges (but not fines)
- Congestion charge
- Taxis (where public transport is not a practical alternative). Use of taxi for long distance travel (fare in excess of £20) is normally not permitted unless pre-approved by the College.
- Bicycle mileage at 20p per mile
- Motorcycle mileage at 22p per mile
- Subsistence

It is only in exceptional circumstances that the College will pay for overnight accommodation:

If departing home before 6am or arrival back after 10pm / If meetings are on consecutive days and involve more than 90 minutes travel each way / If the Cost of overnight stay is lower than consecutive day travel / If the cost of travelling on the same day is more expensive than travelling down the night before one night's reasonable hotel accommodation

- Overnight hotel stay in London up to £140 per night including breakfast
- Overnight hotel stay outside London up to £100 per night including breakfast
- Meals Breakfast (up to £10), Lunch (up to £15), Dinner (up to £25)

However, if any meals are provided by hotels/conferences/events then the relevant allowance will be deducted from the 24-hour allowance.

For events taking place at Prescot Street, subsistence cannot be claimed. Either meals will be provided or a meal voucher issued for Cafe 21.