



## **Royal College of Physicians Accreditation Unit Expenses policy**

### **About this document**

The following policy sets out responsibilities for those claiming expenses from the Royal College of Physicians Accreditation Unit (AU). It also provides information on the level of reimbursement to be expected for expenses arising as a result of conducting official business and ensures there are processes in place for conforming to relevant legislation.

This document is applicable to all independent contractors working on behalf of the AU. An independent contractor is defined as an individual contracted or volunteered to provide services to or on behalf of the AU. This includes assessors (professional and lay) and leads. It is also applicable to staff members who are working away from their usual place of work. Independent contractors and staff members making claims under this policy are referred to as claimants. Expense claims may be rejected if this policy is not followed without good reason. Wherever possible, expenses not covered below must be agreed in advance with the AU.

### **Claiming expenses**

The AU will reimburse reasonable and justifiable costs incurred whilst travelling to and from official business on behalf of the unit. As the RCP is a charity, the AU encourages all claimants to consider value for money and the need to reduce expenditure wherever possible.

Those representing a group other than the AU or one of its schemes should be funded to attend the meeting by the group they represent. Any queries relating to whether expenses are reimbursable should be directed to the AU in advance of the expense occurring.

All claims for expenses must be submitted via the RCP expenses system ([expenses.rcplondon.ac.uk](http://expenses.rcplondon.ac.uk)), together with supporting receipts. The AU is unable to reimburse expense claims where a receipt is not provided, unless a receipt would not normally be provided by the merchant. Expense claims must be submitted within 6 months of the expenditure being incurred.

### **Expenses policy**

#### **Accommodation**

An agency has been appointed to handle accommodation bookings. In order to achieve value for money, the agency must be used and accommodation should not be booked directly. The contact details of the appointed agency are:

Diversity Travel

E-mail: [willow@diversitytravel.com](mailto:willow@diversitytravel.com)

Tel: 0161 235 5410

Accommodation should only be booked if it would require the claimant to leave their home before 6.30am on the morning of the meeting/event. The total cost for accommodation is limited to £130 per night in London and £90 elsewhere, including breakfast. Expenditure above these rates must be approved by the AU in advance. The agency will endeavour to locate accommodation close to the location of the meeting/event within these limits

and of suitable quality (including, rated as 3 stars or above). Accommodation should be booked as far in advance as possible to obtain best value for money.

Wherever possible, the appointed agency will book accommodation inclusive of breakfast and wi-fi. Where this is not included, reasonable costs may be claimed as per this policy.

The following details should be included when requesting accommodation from the agency:

1. Accreditation scheme name
2. Event name
3. Event postcode
4. Date of check-in
5. Number of nights

**Please note accommodation not booked through the appointed agency may not be reimbursed.**

### **Meals**

Subsistence expenses (usually meals) will be reimbursed up to £30 per day when a claimant is necessarily absent from home and their normal place of work on official business. A lunch allowance may be paid if the claimant is away on business between 12pm to 2pm. A dinner allowance may be paid if the claimant is away on business after 7pm.

Claims covering multiple people (for example a group meal) must include names of all those covered by the claim.

**Please note that in no circumstances can alcohol be reimbursed.**

### **Travel by rail and air**

An agency has been appointed to handle all travel requirements, both within the UK and internationally. In order to achieve value for money, the agency must be used for all air and rail bookings. The contact details of the appointed agency are:

Diversity Travel

E-mail: [rail@diversitytravel.com](mailto:rail@diversitytravel.com) (for rail bookings)  
[willow@diversitytravel.com](mailto:willow@diversitytravel.com) (for air bookings)

Tel: 0161 235 5415 (for rail bookings)  
0161 235 5410 (for air bookings)

Tickets should be booked at least 6 weeks in advance to obtain best value for money. Air travel can be used within the UK where it is cheaper and a more efficient option than alternatives. All rail and air travel will be by standard class unless otherwise authorised by prior agreement with the AU office. The following details must be provided to make a booking:

1. Accreditation scheme name
2. Date/time of travel (out and return)
3. Station (from and to)
4. Is a London underground pass required for this journey?
5. Do you have a valid rail card? (confirm the type)
6. Any special requirements (such as accessibility requirements or seating preferences)
7. Contact telephone number and email address.

**Please note travel not booked through the appointed agency or in standard class may not be reimbursed or may only be reimbursed at the lower price unless prior authorisation has been gained from the AU.**

### **Travel by taxi**

The AU will pay for the use of taxis where required (including uber). This should be kept to a minimum and decisions for their use should be made on the basis of safety, speed and best value. Where possible, taxis should be booked in advance with a fixed quote.

### **Travel by car**

The AU 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 AU will pay only the cost of public transport for the same journey.

#### *Insurance*

It is the responsibility of the claimant to ensure that they have the required insurance cover on their vehicle.

#### *Parking*

Claimants should endeavour to utilise facilities which are free of charge. Where paid facilities must be used, payment will only be made on production of a receipt.

#### *Parking and traffic fines*

Staff will be personally responsible for the payment of any parking fines or other traffic related fines.

### **Additional and incidental expenses**

Any reasonable additional expenses may be reimbursed against proof of expenditure.

### **Travel insurance**

The Royal College of Physicians provides insurance cover for anyone travelling on official business, provided by Chubb Assistance. For further information on the cover provided and details on how to obtain assistance, please contact the AU office.

<b>Version</b>	<b>Changes</b>	<b>Author</b>	<b>Date of change</b>
2.0	First version	AU	23 April 2015
2.1	Update to section 1 and 3	Tim Shaw	18 March 2016
2.2	Update to contact details in section 3	Tim Shaw	25 May 2016
2.3	Comprehensive review	AU	03 May 2017