

Introduction

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.

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:

Diversity Travel:

For rail only – Tel: +44 (0)161 235 5415 or email: rail@diversitytravel.com

All other enquiries – Tel: +44 (0)161 235 5410 or email: willow@diversitytravel.com

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:

1. Air travel within the UK
 - Standard economy class
2. Air travel outside the UK
 - Standard economy class
3. Air travel outside UK for flights longer than five hours
 - Business class

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

Rail travel within the UK

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 as standard economy class, except journey longer than two hours and booked in advance as first class. All tickets purchased on the day of travel will be reimbursed at standard class only.

Car mileage

The Royal College of Physicians 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.

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.

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

HarveyHouse@rcplondon.ac.uk

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

If there is no availability in William Harvey House and for all other hotel accommodation Diversity Travel should be contacted

Tel: +44 (0)161 235 5410 or email: willow@diversitytravel.com

- For UK hotel accommodation the limit is £150 per night
- For overseas hotel accommodation, these may be booked by the traveler. Hotels booked should be an equivalent to a UK 4-star,
- Claims of £30 per night may be made for stays in private accommodation whilst away from home.

All exceptions to the above must be approved by the appropriate budget manager

Meals and expenses

The Royal College of Physicians 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.).

Incidental expenses

The Royal College of Physicians 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 per day if travelling abroad.

Travel insurance

The RCP provides insurance cover for everyone travelling on RCP business. The flyer for 'Chubb Assistance' published with this policy is available [here](#) or from Procurement, gives information on the cover provided and how to obtain assistance.