

The Royal College of Pathologists

Expense Claim Form

Please complete this expense claim form, **attaching all supporting vouchers, receipts and documentation**.

Send completed form to: The Royal College of Pathologists, 4th floor, 21 Prescot Street, London E1 8BB

Please complete in block capitals in black or blue ink and **include the date and title of the meeting attended**.

Payment will be made by direct credit into your bank account. Please complete the bank details section below.

Name of claimant: _____	Signature: _____	
Payment to be made to (if different from above): _____		
Address: _____ _____ _____		
Date of travel: _____	Details of meeting attended: _____	
SEE EXPENSES POLICY FOR GUIDANCE ON AMOUNTS THAT CAN BE CLAIMED <i>at meetings>expenses">http://www.rcpath.org>meetings>expenses</i>	£	p
Rail Fares: Air Fares:		
Car Mileage 45p per mile. <i>Total car mileage claim plus tolls, congestion charge, parking etc must not exceed standard class rail fare.</i> Bicycle Mileage 20p per mile. <i>Please specify journey details and miles travelled</i>		
Subsistence: (please itemise)		
Other Expenses: (please itemise)		

Please ensure all original receipts are supplied and securely attached

£	p
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If you have not received payment electronically before from the College please enter the details below:

Bank account number (8 digits): _____	Bank sort code (6 digits): _____
Name of bank or building society: _____	Name of account holder: _____
E-mail address (for remittance advices): _____	

For Office use only							
Approved by:	Date:	Chief Executive:	Date:	Treasurer:	Date:	President:	Date:
Date paid:	Ledger no.:	Invoice Ref:	VAT Code:	Nominal Code:	Nominal narrative:		

Expenses policy – Executive summary

This page provides a summary of the College's expenses policy. The full document should be referred to for details of what may and may not be claimed as expenses.

Rail travel

- Scheduled journey times of less than 1 hour should be on a standard class basis.
- Scheduled journey times in excess of 1 hour may be made on a first class basis.
- First class fares are reimbursable only if they have been obtained for less than the cost of an open first class return, bought on the day of travel.
- Sometimes first class travel is cheaper than the standard class fare in which case first class may be used.
- College staff should travel standard class.
- To purchase tickets in advance, websites such as www.thetrainline.com may offer competitive fares.

Travel by car

- Mileage rate of 45p for the first 10,000 miles in a tax year, 25p per mile thereafter.
- Total mileage claim plus tolls, congestion charge, parking, etc. must not exceed the standard class rail fare.

Travel by bicycle

- Mileage allowance for travel by bicycle – 20p per mile

Travel by air

- All air travel should be made on an advanced purchase basis.
- Travel within the UK should be on an economy class basis
- For travel outside the UK, contact the Chief Executive or Treasurer for authorisation prior to purchasing tickets. This would normally be on an economy class basis.

Overnight accommodation

- Maximum limit £200 per night (including breakfast).
- Hotel receipts should be in the name of the College or your own name.
- Personal incidental expenses may be claimed up to £5 per day, but not for hotel leisure costs or alcoholic beverages.

Meals and subsistence

- Under 4 hours away from home, not claimable.
- Between 4 and 8 hours, not to exceed £8.
- Between 8 and 12 hours, not to exceed £18.
- Between 12 and 24 hours, not to exceed £40.
- Thank you type dinners for groups such as examiners, not to exceed £50 per head.

General

- Dates of meetings are publicised in advance when discounts on advanced bookings are available.
- Claims must be submitted within two months of the date of the meeting or travel.
- Original receipts must support all expense claims.

