



Claiming expenses from the College

The College has now moved to an online expense claim system (Rydo) please complete the following details in the section below, scan and email it to finance@rcpath.org or post it back to: Finance Department, The Royal College of Pathologists, 6 Alie Street, London, E1 8QT, UK

First name _____

Surname _____

Address _____

E-mail * _____

**Please note this will be the e-mail address which you will use to log on to Rydo.*

Bank account details**

Sort code (6 digits): - -

Account number (8 digits):

Account Name: _____

Date: _____

***Note this system is for those with a UK bank account only, overseas expense claimants should complete a manual expenses form*

Please inform the membership and finance department if you change your bank details subsequently to avoid any problems with reimbursing your expenses.

A user manual can be downloaded by clicking on the link below:

[Download RCPATH's Rydo manual](#)

Note: When uploading receipts, please ensure that the VAT registration number is visible (if applicable)

To be completed by the membership and finance department

Sage

Supplier Code (Sage) _____

Entered by _____

Reviewed by _____

Bank Details entered by _____

Rydo

User Code (Rydo) _____

Entered by _____

Reviewed by _____

Activation date _____

*check on OpenEngage to determine how many groups they get in Rydo.