



ROYAL
COLLEGE of
PHYSICIANS of
EDINBURGH

RCPE Travel and Subsistence Claim Form

Please read guidance notes overleaf before planning your travel and complete all sections of the claim form fully.

Please return this form and all receipts to the relevant department at the Royal College of Physicians of Edinburgh, 11 Queen Street, Edinburgh, EH2 1JQ

Purpose of travel: _____

Date of travel: _____

Expense:	From:	To:	Mileage/£
Train	_____	_____	_____
Air	_____	_____	_____
Car (45p per mile)	_____	_____	_____
Taxi	_____	_____	_____
Other (parking, etc)	_____	_____	_____

The College will meet the cost of accommodation and meals only

See overleaf for further guidance on the nature and amount of expenses which can be claimed

Hotel Accommodation	Allowance of £90 per night inclusive of breakfast and VAT	_____
Incidental Expenses	Only if staying in private accommodation (max of £20.00 per night)	_____
Meals	Lunch or Dinner including VAT and 10% tip	_____
	Total £	_____

Please Print Clearly

Full Name: _____
Address: _____

Bank A/c name _____
Sort Code - -

A/c Number _____
Email address* _____
**Name of
Organiser:** _____

Office Use Only

Net _____
VAT _____
Total _____
Account & VAT Code _____
Approved _____

*A email will be sent to you a few days before payment is made to your bank a/c

Guidance Notes: Claiming travel and subsistence expenses

Travel and subsistence expenses are refunded only to those travelling on College business. This includes: intercollegiate meetings, symposia, courses, examinations, Evening Medical Updates and consultation meetings. Please note that travel costs incurred for attendance at social events will **NOT** be reimbursed by the College.

Air travel

Air travel should be by Economy Class. Business Class may be used for long-haul flights but **must** be approved in advance by the organiser.

Rail travel

Travel may be by standard or 1st class rail travel for longer journeys.

Mileage*

The current mileage rate for use of a personal vehicle on College business is 45p. This is the current Inland Revenue Approved Mileage Rate. Other related road costs, e.g. tolls can also be claimed.

**When making travel arrangements please consider if planning to claim mileage for long distances journeys that the reimbursement amount will be capped to the equivalent amount of a return standard air / rail fare.*

Taxis

Taxis should be used only for short journeys. Longer journeys should be by local transport or car. If you are unsure of which to use, please check in advance with the College department organising the event/meeting you are attending.

College accommodation

The College has four bedrooms available free of charge* to those fellows, members or visitors travelling to Edinburgh on College business. College accommodation should be used whenever possible before booking into hotel accommodation in Edinburgh (see below). **To book accommodation in the College, please contact the College Reception: +44 (0)131 225 7324.**

**Please note that an internal charge per night will be levied against the relevant department.*

Hotel accommodation

The allowance for hotel accommodation is set at £90 per night inclusive of bed and breakfast.

For those travelling to Edinburgh, special rates have been negotiated with a range of hotels within an easy walk of the College. Please contact your meeting or event organiser to confirm how to secure these rates. If you are looking for a hotel elsewhere in Edinburgh or other types of accommodation we recommend using Visit Scotland, 0845 22 55 121 or www.visitscotland.com or www.booking.com. Claims for hotel fees within Edinburgh which exceed the allowance indicated will be reimbursed in full only where advance agreement has been sought and given by a representative of the College.

For College representatives and staff, working away from Edinburgh, the same reimbursement allowance and rules will apply; however, it is appreciated that these guidelines may not always be achievable.

Unless otherwise agreed, hotel bills should be paid on departure and reclaimed via an expenses claim form. **All personal expenses such as drinks, telephone calls and newspapers must be paid by the individual.**

For some College events the organiser may arrange for the hotel to bill the College directly. If this is the case you will be notified in advance. Note that the College will be billed for the room and bed and breakfast only. The hotel will expect any **additional personal expenses such as drinks, telephone calls and newspapers to be paid prior to departure.**

Meals

When an overnight stay is required, the College will meet the cost of a main meal with the prior approval of the relevant department organiser.

Incidental expenses

A sum of up to £20 is currently allowed for a gift for hosts supplying free accommodation.

In order to obtain payment, the completed expenses form accompanied by all receipts should be returned to the relevant department for approval.