



The Royal College of Radiologists

Contributor Travel and Expenses Policy

February 2026



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A. Purpose

1. This document sets out the policy and procedures for claiming travel and associated expenses from the College in connection with authorised business. It applies to any members, Fellows or others acting on behalf of the Royal College of Radiologists, including Officers, from here on referred to as Contributors.

B. Principles

Travel and expenses are funded from membership fees, which we try to keep as low as possible. With this in mind, we ask that the principles within this policy are followed.

1. The College will only meet the costs of expenses where it is a necessary cost of undertaking activities on behalf of the College.
2. All travel on behalf of the RCR should be deemed as a valuable use of member funds.
3. The College works to ensure that the levels of reimbursement for Contributors remain fair and competitive in relation to other Royal Colleges and similar organisations and this is reflected in this policy.
4. We expect all Contributors to:
 - a. plan ahead in their bookings to obtain best value for their claims.
 - b. adhere to this policy and behave with honesty and integrity when making expenses claims.
 - c. keep and provide receipts for all expenses over £10 or unless the claim is for a stay with friends.
5. Claims without receipts risks refusal. Be aware that all reimbursements are indirectly funded through fees charged by the College and limits are set with this principle in mind.
6. Agreements with certain partners allow costs to be paid directly, eliminating the need for reimbursement claims. Contributors are required to utilise these arrangements whenever feasible.
7. Allocated funds to cover expenses claims are for specific circumstances and do not accumulate over time. It is important that Contributors claim what they are entitled to for each specific case.
8. Those living outside of the UK may only claim costs from the point of entry into the UK unless otherwise agreed in advance.
9. This policy outlines the most common circumstances; however, the Finance and HR teams may exercise discretion in specific cases while maintaining consistency. Claims may be referred to the Head of Finance, who will consult as appropriate before communicating a decision.
10. We will not meet the costs of travel, accommodation or associated expenses for:
 - a. attending any College general meetings (the Annual General Meetings and any Extraordinary General Meetings) unless those Contributors are essential to the event.
 - b. individuals appointed by other bodies as observers on RCR Boards and Committees.

C. Equality, Diversity and Inclusion

1. We are committed to actively fostering an inclusive culture at the RCR. We will consider all reasonable exceptions to this policy to remove barriers to participation.
2. Contributors that require reasonable adjustments to this policy to enable participation should discuss requirements with the relevant RCR Staff Member or the Contributor Officer: contributors@rcr.ac.uk.

D. Procedures and Processes

1. Perk is used for all London accommodation arrangements and travel bookings. For support, contact perk@rcr.ac.uk.
2. ExpenseIn is used for all other expense claims. To obtain log in details please contact finance@rcr.ac.uk.
3. Claims must be submitted using RCR's online expense application (currently Expense In) no later than one month after the event or activity. Claims received after this period may not be accepted.



4. All expenses claims will be authorised by the relevant RCR manager to ensure they are legitimate and confirm with the policy.
5. Finance will monitor and enforce compliance with this policy through the claims procedure. Claims in excess of policy limits may be adjusted / capped to reflect the maximum subsistence allowances set out.

E. Advice and Assistance

1. Claims queries should first be directed to the relevant RCR staff member.
2. If the relevant RCR staff member is unavailable, contact the Contributor Officer (contributors@rcr.ac.uk) or Finance (finance@rcr.ac.uk).
3. We would advise Contributors to seek guidance before incurring costs if unsure.

F. At a Glance

What Contributors Can Claim...

Expenses Category	Eligible Claims
Rail Travel	<ul style="list-style-type: none"> • Standard class travel • Upgrade permitted if journey time is more than 7 hours
TfL Travel	<ul style="list-style-type: none"> • Receipts are required if cost is over £10
Domestic Accommodation	<ul style="list-style-type: none"> • Standard rooms only • Up to £250 per night including VAT • £25 per night when staying with a relative or friend
Global Accommodation	<ul style="list-style-type: none"> • Standard rooms only • Up to £250 per night including VAT
Subsistence	<ul style="list-style-type: none"> • £45/day (unless for specified exam activity)
Air Travel	<ul style="list-style-type: none"> • Economy (UK/Europe) • Business class is covered in some circumstances (see table in section K for further details)
Travel Insurance	<ul style="list-style-type: none"> • Covered under RCR corporate policy
Taxi Travel	<ul style="list-style-type: none"> • Only within the circumstances outlined in section M above.
Road Travel	<ul style="list-style-type: none"> • Mileage (HMRC rates) • Parking • Tolls
Vaccinations	<ul style="list-style-type: none"> • For overseas travel on RCR business



G. Rail Travel

1. Rail travel must be booked as early as possible to secure discounted advance fares and ensure costs remain reasonable.
2. Contributors may book through Perk (so the cost is invoiced directly to RCR), or book independently and claim the expenses.
3. Only standard class rail travel will be reimbursed, except for journeys exceeding seven hours.
4. Only one claim may be submitted per trip. Contributors are responsible for using the correct tickets. Costs for unused or lost tickets will not be reimbursed.
5. If a journey is cancelled, the person booking (RCR or the Contributor) must request a refund before the refund period expires.

H. Transport for London

6. If you expect to regularly travel on College business using TfL, we expect you to register your payment card or oyster card with TfL to obtain receipts (when over £10).
7. Claims for London travel should be claimed at contactless rates shown at Transport for London. <https://tfl.gov.uk/fares/>

I. Accommodation (Domestic)

1. Hotel stays may be claimed when one or more of the following criteria are met:
 - a. the event is scheduled to start before 9.30am or finish after 7pm.
 - b. the Contributor is required to attend another RCR meeting on the following day.
 - c. the event runs over several days.
 - d. it is impractical to get to a meeting without travelling overnight.
 - e. travelling the day before and staying overnight is cheaper than travelling on the day.
2. UK Hotel accommodation is subject to the criteria below:
 - a. Only standard rooms are covered by this policy. No other room types are covered.
 - b. The room rate should be refundable, to account for last-minute changes in requirements.
 - c. Contributors should book as far in advance as possible when their meeting arrangements are agreed.
 - d. The RCR has three hotels in London that have preferential room rates. These are close to the RCR office at 63 Lincoln's Inn Fields. The three hotels are:
 - i. Citadines Holborn
 - ii. Double Tree Hilton West End
 - iii. The Grange Beauchamp
 - e. Contributors are permitted to book accommodation at an alternative hotel, if the following criteria are met:
 - i. Only a standard room is claimed.
 - ii. The cost is below £250 per night including VAT.
 - f. Contributors should seek prior authorisation from the relevant RCR Staff Member for any accommodation bookings over £250 per night including VAT. In some circumstances, the RCR may request that Contributors travel to the event from further afield.



- g. Personal incidental expenses incurred whilst staying in a hotel may not be claimed unless reasonable to do so. This includes (but is not limited to):
 - i. Alcohol
 - ii. Entertainment
 - iii. Telephone calls
 - h. In some circumstances, the combined cost of off-peak travel, subsistence allowance and hotel accommodation can be shown to be less than advance purchase travel on peak time services. In this case, the Contributor may choose to make use of this option.
3. Contributors may choose to stay at the house of a relative or friend. In this case:
- a. Up to £25 a night can be claimed to cover accommodation and evening subsistence.
 - b. The name and address of the relative or friend is required in lieu of a formal receipt.

J. Accommodation (Global)

1. Hotel accommodation outside the UK is subject to the criteria below:
- a. Only standard rooms are covered by this policy. No other room types are covered.
 - b. The room rate should be refundable, to account for last-minute changes in requirements.
 - c. Contributors should book as far in advance as possible when their meeting arrangements are agreed.
 - d. The cost of the accommodation should be below £250 per night (or equivalent).
 - e. Contributors should seek prior authorisation from the relevant RCR Staff Member for any accommodation bookings over £250 per night.
 - f. Personal incidental expenses incurred whilst staying in a hotel may not be claimed unless reasonable to do so. This includes (but is not limited to):
 - i. Alcohol
 - ii. Entertainment
 - iii. Telephone calls

K. Subsistence

- 1. Contributors may make reasonable claims for subsistence when staying overnight on RCR business.
- 2. All claims must be supported by receipts. A claim for cash in lieu will not be accepted.
- 3. Subsistence limits ensure responsible use of allocated funds and keep our support consistent and sustainable for those contributing to the RCR. To ensure fairness while recognising different responsibilities:
 - a. Claims for up to **£45 per day** including an evening meal may be made if staying overnight on RCR business.
 - b. Claims for up to £60 per day may be made if staying overnight during the period of exams.
- 4. Whilst the above limits exist we do ask Contributors to be mindful that funding for costs is achieved by fees charged by the College and these limits should be seen as maximums not as an allowance or per diem.
- 5. Where the RCR provides lunch as part of the London based meetings Contributors are expected to partake in that lunch rather than claiming expenses for a lunchtime meal.
- 6. The reasonable cost of dinners hosted by RCR for third parties may be reclaimed only where the CEO or President has given prior approval and a guideline budget.



L. Air Travel

1. All air travel should be booked as far in advance as possible via Perk. If you choose to make a claim outside of Perk, please ensure the amount does not exceed what would have been achievable through Perk. Personal preferences, such as choosing a specific airline, are not valid reasons for claiming higher expenses.
2. Night flights should only be booked in exceptional circumstances. These should be discussed and agreed by the relevant RCR Staff Member prior to booking. Travelling the day before in economy and then use of a hotel overnight would in most cases be deemed more suitable for reimbursement. We want our Contributors to be well rested and capable of work after travel and therefore encourage Contributors to consider scheduling their flights and hotel bookings to ensure they are properly rested prior to RCR business.
3. Business class flights should be signed off by an RCR staff member prior to booking. The RCR staff member will communicate with RCR Finance team to confirm the approval of the booking. If a business class flight is booked without prior approval, the RCR may choose to cover only part of the cost. The Contributor will be responsible for any remaining amount if the booking does not comply with our policy or is considered an inappropriate use of member funds.
4. Flights should be booked using a fare type that allows flexibility to change or cancel with minimal fees, to account for last-minute changes in requirements. This is often achievable under a semi-flexible fare type, rather than fully flexible, which is cost-prohibitive.
5. All domestic air travel must be standard economy only. International travel is subject to class rules below. Contributors have the option to cover the additional cost if they choose to upgrade their flight class.

International Travel	Daytime flights (working next day)	Overnight flights (working on the day you land)
Within the UK & Europe	Economy	Economy
Other Destinations	Less than 10 hours flight = Economy	Business class
	10 hours or more = Business class	

6. RCR will only reimburse excess baggage costs that result from carrying equipment/materials on behalf of the RCR.

M. Travel Insurance

1. RCR's corporate travel insurance will cover all Contributors travelling on RCR business. The policy details are available from enquiries@rcr.ac.uk. Claims for other travel insurance will not be accepted. Family members or travel companions of Contributors are not covered under this insurance.
2. Contributors need to comply with the insurance policy terms.

N. Travel by Taxi

1. Contributors are expected to book with a service that offers a financially reasonable fare.
2. RCR will only reimburse the cost of taxis for local travel over public transport where it is not reasonable to find alternative means. Examples include:



- a. Where disability or injury make use of public transport difficult or unreasonable.
 - b. Where late night or weekend work on College business means there are no other reasonable means of travelling to home/hotel.
 - c. RCR will only reimburse the cost of taxis to and/or from airports:
 - d. When departure from home is required before 7:30 a.m. or arrival home occurs after 9:00 p.m.
 - e. When carrying excess luggage necessary for the travel circumstances.
 - f. Where disability or injury makes the use of public transport difficult or unreasonable.
3. All travel by taxi to and from airports should be discussed and pre-approved by the relevant RCR Staff Member.
 4. Any travel by taxi that falls outside of the circumstances outlined above is capped at £100, with any additional costs incurred paid by the Contributor.

O. Personal or Hire Car Travel

1. Hire cars are not permitted, except in exceptional circumstances approved by an RCR Executive Director.
2. Contributors may travel by personal car when it is the cheapest or most practical means of travel.
3. Contributors must ensure they hold valid car insurance. Personal car travel is not allowed unless appropriate travel insurance has been obtained.
4. Expense claims for personal car use are outlined in the table below:

Expense Type	
Mileage	Reimbursed at HMRC-approved rates
Parking and Toll Fees	Reimbursed when incurred during approved travel
Congestion or Emission Charges	Reimbursed when incurred during approved travel
Fines or Penalties	Not reimbursed under any circumstances

P. Cancellations

1. Where Contributors have to cancel their travel, whether at RCR's request or their own circumstances, they should:
 - a. notify the key RCR Staff Member,
 - b. seek a refund as soon as possible.

Q. Additional Information

1. The cost of receiving vaccinations required for overseas travel on behalf of the RCR can be reclaimed from the RCR.

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