

RCR Travel and Expenses Policy - Contributors

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 all staff, Officers, trustees and members and Fellows and others acting on College business.

B. Principles

2. We expect all claimants 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. Claims without receipts risks refusal and may need to be treated as a taxable benefit.
 - d. 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).
3. We have agreed terms with various partners where we will pay costs directly avoiding the need for the claimant to pay and then recover the expenses. Where possible, claimants must use those arrangements.
4. This policy has been drafted to cover the most common circumstances, but the Finance team may exercise discretion for particular circumstances whilst ensuring consistency in application. Claimants should contact the Finance Manager with their case. The FM will consult with others before the decision is communicated.

C. Who is covered?

5. The College will only meet the costs of expenses where it is a necessary cost of working on behalf of the College. Approval is granted by default for:
 - a. Examiners and invigilators attending planned exam sittings
 - b. Committee members attending the “in person” committee meetings (but not virtual meetings).
 - c. Officers, trustees and staff on RCR business.
6. Staff should obtain approval from their line manager for other travel and expenses.
7. 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 staff, members or Fellows are also trustees or essential to the event.
 - b. individuals appointed by other bodies as observers on RCR Boards and Committees.
8. Those living outside of the UK, and attending RCR committee, general and Council meetings, may only claim costs from the point of entry into the UK.

D. Procedures & Processes

9. Rail and air travel must be booked as far in advance as possible to make use of the discounted advance fares. Travellers may use RCR's approved provider,

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Altour, who will invoice RCR directly, or book independently and claim the expenses.

10. London hotel booking arrangements are made via TravelPerk.
11. For hotels outside of London or overseas, travellers should seek support and advice from their relevant contact in RCR.
12. 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.
13. All expenses claims will be authorised by the relevant RCR manager to ensure they are legitimate and confirm with the policy.
14. Finance will monitor and enforce compliance with this policy through the claims procedure.

E. Advice and assistance

15. Any queries on claims must be directed to the member of staff responsible for the activity in the first instance or failing that, the Finance Manager. If travellers are uncertain, they must seek guidance before incurring the cost.

Policies

F. Rail travel

16. Rail travel must be booked as far in advance as possible to make use of the discounted advance fares. Travellers may use RCR's approved provider, who will invoice RCR directly, or book independently and claim the expenses.
17. Only standard class rail travel will be reimbursed unless the trip is more than 7 hours long.
18. Only one claim may be made per trip. The onus is on the traveller to use the ticket on the correct service and claimants will not be able to recover the cost of an unused or lost ticket.
19. If a journey needs to be cancelled, the person booking (RCR or the claimant) needs to seek a refund before the opportunity expires.

G. Hotels (Domestic & Global)

20. Hotel stays may only be claimed when:
 - a. The claimant is required to stay overnight to attend another RCR meeting on the following day
 - b. The "in person" meeting is scheduled to start before 9.30am or finish after 7.00pm
 - c. The event runs over several days (eg for exams)
 - d. Where it is impractical to get to a meeting without travelling overnight.
 - e. Where 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, and the claimant chooses to exercise this option.
21. UK Hotel accommodation is subject to the criteria below:

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- a. Travellers should book as far in advance as possible when their meeting arrangements are agreed.
 - b. When booking hotels in London, use the standard room type at one of the three preferred hotels close to the office.
 - c. If those hotels are not available, use standard rooms at other hotels costing below £250 per night. Travellers should seek prior authorisation from their cost centre manager for rates over £250 per night and be prepared to travel in from further afield.
 - d. Personal incidental expenses (eg drinks, videos, telephone calls) incurred whilst staying in a hotel may not be claimed.
22. When travelling overseas, the London limits apply.

H. Subsistence

23. RCR will provide lunch for London based meetings scheduled over lunchtime and so claims for lunch will not be accepted.
24. Travellers may make reasonable claims for subsistence supported by receipts. Claims for up to £45 per day including an evening meal may be made if staying overnight on RCR business. All claims must be supported by receipts. A claim for cash in lieu will not be accepted.
25. The reasonable cost of dinners hosted by RCR for third parties may be reclaimed where the CEO or President has given prior approval and a guideline budget.
26. An exceptional arrangement of £60 per person per night is made for when staying overnight during the period of exams.

I. Air travel

27. We want our travellers to be well rested and capable of work after travel and therefore set out expense rules which will enable travellers to sleep on the aircraft for overnight flights. Travellers should consider scheduling their flights and hotel bookings to ensure they are properly rested before work.
28. All domestic air travel must be standard economy only. International travel is subject to class rules below.

International Travel		
	Daytime flights (working next day)	Overnight flights (working on the day you land).
UK & Europe	Economy	Economy
Other Destinations	Less than 7 hours flight = Economy	Less than 7 hours flight time, lower cost of premium economy and business class.
	7 to 10 hours flight time, lower cost of premium economy and business class.	More than 7 hours = Business class
	More than 10 hours = Business class	

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29. Air travel may be booked through Altour or booked independently and claimed through Expense In.

J. Travel Insurance

30. RCR's corporate travel insurance will cover all travellers (including their partners) travelling on RCR business. The policy details are available from enquiries@rcr.ac.uk. Claims for other travel insurance will not be accepted.

31. Travellers need to comply with the insurance policy terms.

K. Taxis

32. RCR will reimburse the cost of taxis for local travel:

- a. where injury or carrying luggage makes use of public transport inc the Underground unrealistic.
- b. Where late night or weekend work on College business means there are no other reasonable means of travelling to home/hotel.

L. Personal car travel

33. A personal car may be used on RCR business when it is the cheapest or most practical means of travel. Travellers must ensure they have valid car insurance. Mileage will be reimbursed at HMRC rates.

34. RCR will reimburse parking and toll fees incurred on approved business travel but not congestion or emission zone charges. RCR will not pay any fines or penalties however they arise.

M. Hire cars

35. This will only be permitted in exceptional circumstances approved by EDBR.

N. Stay with friends/relatives

36. If staying at the house of friends or relatives, claimants may claim up to £25 per night covering all accommodation and evening meal. The name and address of the person with whom you stayed is required in lieu of a formal receipt.

O. Cancellations

37. Where travellers have to cancel their travel, whether at RCR's request or their own circumstances, they must notify RCR (the authorising person) and seek a refund as soon as possible. If they have submitted a claim, they must tell the Finance team as soon as possible. MDMB approval of a claim is required where the claimant has cancelled travel plans but incurred a cost.

P. Sundry

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

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

End