

# Travel and Subsistence Expense Claim Form

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**Please read guidance notes overleaf before planning your travel**

**Purpose of travel:** \_\_\_\_\_

**Date of travel:** \_\_\_\_\_ **£**

Train From \_\_\_\_\_ to \_\_\_\_\_

Air From \_\_\_\_\_ to \_\_\_\_\_

Car From \_\_\_\_\_ to \_\_\_\_\_

Total mileage \_\_\_\_\_ x 40p per mile

Taxi From \_\_\_\_\_ to \_\_\_\_\_

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	Maximum of £69 per night inclusive of breakfast and VAT	_____
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Incidental Expenses	Only if staying in private accommodation (maximum of £20.00 per night)	_____
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Meals	Lunch OR Dinner including VAT and 10% tip	_____
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**Total £** \_\_\_\_\_

<b><u>PLEASE PRINT CLEARLY</u></b>	<b><u>OFFICE USE ONLY</u></b>
Full Name: _____	Net £ _____
Address: _____ _____	VAT £ _____
_____	<b>Total £</b> _____
_____	Account Code _____
Organiser: _____ Date _____	VAT Code _____
Approved: _____	

## 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 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 1<sup>st</sup> class rail travel.

### Mileage

The current mileage allowance for each journey is 40p per mile – the Inland Revenue Approved Mileage Rate (IRAMR). Other related road costs, e.g. tolls can also be claimed.

### 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 members and visitors travelling to Edinburgh on College business. College accommodation should be used whenever possible before booking into the preferred hotel in Edinburgh (see below).

***To book accommodation in the College please contact the College Reception on 0131 225 7324***

### Hotel accommodation.

The College has appointed the Holiday Inn Express (Picardy Place, Edinburgh) as its preferred provider of accommodation for members or visitors travelling to Edinburgh on College business. The College rate for single occupancy including bed and breakfast of a twin or double room is £69.00.

If visitors or members travelling to Edinburgh wish to make alternative accommodation arrangements the maximum allowance recoverable from the College, based on the preferred rate above, will be £69 per night. Claims for hotel fees, within Edinburgh, which exceed this amount 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 rates 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

The 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.***