

Travel and expense claim policy for UK examinations



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Guidance Notes:

The College has put in place updated travel guidance and regulations for UK PACES examinations. Please familiarise yourself with these prior to attending examinations.

Travel and subsistence expenses in relation to PACES examinations should be claimed on this form. Any claims submitted on out-of-date paperwork will be returned unpaid. Due to the carbon footprint of travel the College encourages all examiners to travel by the most efficient means.

Rail travel

Travel should be by standard class. The maximum amount that can be claimed for return rail travel is £200.

In exceptional cases 1st class rail travel may be possible if the journey time is greater than 3 hours (*based on total journey time between home / office and final destination*). Travel should be booked in advance following the agreement of the Exam Co-ordinator.

Air travel

Air travel can be used where it does not exceed the cost of rail travel, or use of own vehicle. Air travel must be by Economy Class. The maximum amount that can be claimed for return UK flights is £200

Mileage*

The current mileage rate for use of a personal vehicle on College business is 45p per mile. This is the current Inland Revenue Approved Mileage Rate. Motorcycles 28p per mile and bicycles 20p per mile, irrespective of total mileage. Other related road costs, e.g. car parking up to £15 per day and tolls can also be claimed. Mileage can only be claimed if working away from your normal place of work. The upper limit for claiming mileage is 150 miles (*300 miles for total round trip*). Where you chose to use your own vehicle in preference to rail travel, when rail travel is available, the total amount reimbursed will not exceed the cost of travelling by standard class rail.

*All private vehicles must be insured for business use and maintained at the owner's expense.

Taxis

Taxis should only be used for short journeys. The maximum expense that can be claimed for taxi journeys is £25 per trip. Longer journeys should be by local transport or car. If you are unsure of which to use, please check in advance with the Exam Co-ordinator. Taxi rates for patients and surrogates will be agreed separately.

Hotel accommodation

Accommodation is available the night before an examination. The College will co-ordinate accommodation (*on a B&B basis*) and will provide examiners with information on how to book at allocated venues. Accommodation should be confirmed 4 weeks before the examination - it may not be possible to provide accommodation closer to the exam date. Expenses cannot be claimed for accommodation where the College had reserved rooms for examiners and examiners have opted to book elsewhere. Hotels will invoice the College for accommodation, and therefore examiners are not expected to pay for their accommodation. Anyone wishing to bring a partner to the hotel will be required to pay for all extra costs this incurs.

Where travel home after an examination is not possible on the same day then an extra night accommodation can be arranged following discussion with the Exams Co-ordinator.

Only in exceptional circumstances will examiners arrange their own accommodation. This will be agreed in writing with



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the Exams Co-ordinator prior to booking. The maximum allowance for hotel accommodation is set at £120 per night inclusive of bed and breakfast

All personal expenses such as drinks, telephone calls and newspapers must be paid by the individual on departure

Meals

Where dinner is not provided by the centre, examiners can claim for the cost of a main meal the night before examining (*up to a maximum of £25*).

English/continental breakfast at hotel (*capped at rate charged by hotel*) when an overnight stay is required.

Food / beverage capped at £15 per person, per day (if overnight stay is not required)

Lunch will be provided by the centre on the day of the exam.

Hosts providing accommodation

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