



## ROYAL COLLEGE OF PHYSICIANS AND SURGEONS OF GLASGOW

### **IMPORTANT – PLEASE READ AS THIS HELPS US PAY YOU MORE EFFICIENTLY**

#### **Expense Claims**

As a Charity, the onus on the College in managing its funds is stringent. The College's Travel and Expenses Policy sets out the spending limits determined, by College, as acceptable.

#### **Supporting Documents**

With the exception of claims for mileage, a valid itemised receipt must support all claims. For the avoidance of doubt, a credit card receipt is not classed as a valid itemised receipt. A receipt details the services/items purchased and allows the College to verify the legitimacy of the claim.

We recognise that it is not always possible to obtain or retain a receipt, e.g. when parking, and so the College may authorise unreceipted expenses up to a maximum of £10 per claim, provided a reasonable explanation is provided.

#### **Spending Limits**

The College has determined that £57 per head is the maximum it will reimburse for Examiners' Dinners organised at the end of particular exams. This sum includes tips, gratuities and service charges. Any claim for such a dinner must be supported by a valid receipt. The host examiner should be mindful when paying the bill that a service charge may have already been added to the bill.

The College has negotiated reduced hotels rates for hotels in Glasgow. With very few exceptions, all hotel accommodation should be handled by the College. If you have arranged your own accommodation, the College will compare the rate you are claiming with the rates we have previously achieved. If the rate is significantly higher than the norm, we will ask for an explanation before settling your claim.

#### **Housekeeping**

Please ensure you are using the most up-to-date version of the claim form. Your College Administrator will provide this for you.

You must sign all claim forms to confirm that your claim complies with the College's Travel and Expenses Policy.

Expense claims must be submitted within 3 months of the event date.

Completed expense forms should be submitted to the relevant College Administrator at

Royal College of Physicians and Surgeons of Glasgow  
232 -242 St Vincent Street  
Glasgow G2 5RJ