

The RCoA values and thanks all representatives for their endeavours in supporting College activities. To ensure the quick reimbursement of expenditures incurred on official College business, please follow the guidelines below.

## Submitting your RCoA expense claim – key requirements

- Expenses need to be submitted within 3 months of expenditure being incurred.
- Email your complete submission to [finance@rcoa.ac.uk](mailto:finance@rcoa.ac.uk)
- Please include your College Reference Number (CRN)
- Provide itemised receipts for expenditure being claimed. The receipts must clearly show the date, what has been purchased and cost. Failure to provide receipts will delay reimbursement.
- Please submit receipts as attachments. Do not embed receipts within the body of an email. Please limit receipts to two/three per attachment and check for clarity before submitting. Illegible receipts will delay reimbursement.

Category	Reimbursement level	What we require
<b>Air</b>	Economy level – no first class airfares without prior authorisation.	Booking confirmation that shows date of flight and amount paid.
<b>Rail</b>	Standard or first class including booking fee – preferably the most economic fare.	Booking confirmation or ticket showing date of travel, destination, cost. Booking fees can be reimbursed if they are clearly stated on the booking confirmation.
<b>Taxi</b>	Between home and the nearest station/airport and from the College or venue to the appropriate station.	Receipt with date and amount.
<b>London Transport/ TFL</b>	Journeys made by tube/DLR/ bus.	Statement if registered with TFL. Start and end station plus card statement/banking screenshot of spend if tapping in via contactless card. Receipt if purchasing paper ticket.
<b>Car/motorbikes/ bicycle mileage</b>	20p per mile for cars, 11p for motorbikes and 20p for bicycles.	Start and end point of journey so mileage claimed can be confirmed.
<b>Other vehicle-related charges</b>	Car parking/tolls/congestion charge.	Receipts showing date, goods/service and cost.
<b>Other transport</b>	Trams/coach/bus/ferry.	Receipt/booking confirmation.
<b>Subsistence</b>	Contribution of up to £40 per day. Meals may include the cost of alcohol, at least 50% of the bill must be for food.	Itemised receipt/card receipts that shows date and value paid. that shows date, food/drinks purchased and amount.

## Overarching principles

- Consideration should be given to obtaining the most cost-effective fare for all travel, this means booking in advance to ensure the best fares where possible.
- Where expenses are incurred in foreign currencies, the amounts should be clearly shown in that currency.
- The College does not pay 'flat rates' for expenses. Paying round sum amounts, which are not supported by actual expenditure receipts, creates a tax liability for both the representative and the College.
- If you are uncertain what you can claim, please seek advice from your College contact prior to purchase.

## Payment of claim

- The Finance team will contact you within ten working days of receipt if they require further information to process your claim.
- Approved expense claims will be reimbursed via credit transfer direct to the individual's bank account.
- We aim to pay authorised claims within twenty working days.
- A remittance advice will be emailed to you. This is an automated email so may be filtered into your junk/spam folders. If you have an NHS email address you may wish to give us an alternative email to use.