



Congress 2024 Expense Claims – Guidance for Funded Members

**2-6 June 2024, International Convention Centre (ICC) Wales,
Newport**

All expenses should be made in line with the RCN Expenses policy using the Congress expense claim form.

The policy and Congress expense form are available on this page on the RCN website:

<https://www.rcn.org.uk/About-us/How-the-RCN-is-governed/Our-governance-documents>

1. Claims must be in line with the principles in sections 2 to 5 of the policy. Key points to note are:
 - Claims must be submitted within three months of the expense being incurred otherwise they won't be paid – therefore claims received by the Finance Dept after 6 September 2024 will be rejected.
 - You cannot claim for your evening meal on the Monday or Wednesday evenings at Congress since it will be provided on those nights – i.e. at the Monday night country and regional receptions, and the end of the Congress social event on the Wednesday evening. There will be vouchers in your delegate pack for the meal at the end of Congress social event – please remember your vouchers as we will not be able to issue replacements on the night.
 - This year, due to the location of the ICC, there will be an additional RCN event on the Tuesday night at the venue, details to be confirmed. Should you request a ticket for this event, you are not then able to claim separately for an evening meal since it will be provided.
 - You must use the lunch voucher in your Congress delegate booklet towards the cost of lunch at the Congress venue, i.e. you cannot submit an expense claim for lunch (except for a day where a voucher is not

provided – for example if you are travelling on Sunday 2 June). Please note – Council, Trade Union Committee, Professional Nursing Committee and Agenda Committee members are not provided with vouchers as lunch is provided for them.

- You may claim up to £5 for tea and coffee (or other soft drinks) per day.
- Claims for alcohol are not permitted.
- Claims must be for actual expenditure incurred – so, for example, if tea and coffee totals £4.35, that is what must be claimed. Claims for other items, such as confectionery and gifts to make up the £5 tea and coffee allowance will not be paid.
- You must submit receipts with every expense claim. If you are submitting a receipt for an evening meal which includes other people, you must clearly indicate which cost on the receipt relates to your claim and list all the other people attending in the ‘Details of Expense/Activity’ column of the Congress expenses claim form.
- If one person is claiming on behalf of a group of individuals, please make sure you list everyone on the claim form with a note about what capacity they are attending Congress in (e.g. voting member; Council member etc.) - group claims like this are also faster and easier for our Finance team to process.
- Please number your receipts sequentially in accordance with the Line no. column on the Congress expenses claim form.

Transport

- For environmental and cost reasons, the expected mode of travel to Congress 2024 is public transport and any request to travel by car will need to be assessed and authorised. Should approval be granted to drive, please consider using carpool/sharing arrangements where possible.
- The RCN will be providing a free shuttle bus service covering a route from the voting member hotels to the ICC daily across Congress week. The shuttle bus will also be available to transport delegates from Newport station to the voting member hotels on the Sunday from noon until 21:00 as well as from the ICC to Newport station on the Thursday up until 17:00. Please check the timetable for the shuttle bus on the Congress website for exact timings-[Congress travel and accommodation FAQs](#). The expectation is that you will use this free service throughout Congress week as opposed to using a taxi.
- Taxis will only be reimbursed in specific circumstances, which should, wherever feasible, be agreed beforehand. The claim must always

include an explanation of the reason for the taxi, such as where the use of the free shuttle bus is not possible, for example due to a disability or in the case of an emergency.

- Please bring your luggage with you to the ICC on the Thursday as the shuttle bus route will not return to the hotels.
- Where you have been authorised to drive and free parking is provided at your hotel, you are expected to please use the shuttle bus to travel between your hotel and the ICC as opposed to driving, unless there is a specific reason this would not be possible. In that instance, parking at the ICC can be booked in advance directly with the venue (<https://iccwales.celtic-collection-events.com/parking/order/>) but pre-paying does not guarantee a specific spot.