



RCN Expenses policy

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RCN legal disclaimer

This publication contains information, advice and guidance to help the King's Nursing Cadets. It is intended for use within the UK but readers are advised that practices may vary in each country and outside the UK.

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1.0 Policy statement

The Royal College of Nursing (RCN) recognises that King's Nursing Cadets may incur expenditure when travelling to and from their approved work experience. Cadets are identified through a youth partner who apply to extend their activities through the RCN King's Nursing Cadets Programme. The Programme involves RCN learning modules through experiential learning and attending approved clinical work experiences with appropriate health partners.

The RCN believes the individual should not have to bear those additional costs. Equally, reimbursement is not a payment or reward and should not leave the individual better off.

This policy is for King's Nursing Cadets only.

Any individual planning work experiences, travelling or authorising expenses must do so under the principles and framework laid out within this policy.

All travel and associated activity carried out while undertaking a work experience must be reasonable in amount and nature and have genuine consideration for the impact on all attendees and the environmental cost of travel, as well as the financial cost to the RCN.

Where the RCN's principles have not been followed, the RCN has the right to reject or reduce an expense claim that is considered unreasonable or excessive in accordance with the authorisation framework.

For expenses to be treated as reimbursement of a genuine expense incurred on the King's Nursing Cadet work experiences and not remuneration, or a benefit or reward, expenses may only be claimed once. Therefore in the unlikely incidence where an individual is found to be claiming the same expense from both their youth partner and the RCN, this will be treated as falsifying expenses as well as having tax implications for that individual.

2.0 Scope of policy

This policy applies to King's Nursing Cadets that are attending agreed work experiences as part of the RCN King's Nursing Cadets programme.

3.0 Purpose

The purpose of this policy is to set out the principles and framework under which the RCN will reimburse to unpaid individuals reasonable expenses incurred wholly and necessarily while travelling to and from an agreed work experience as part of the RCN King's Nursing Cadets programme.

4.0 Key principles

The following principles apply to expenses incurred travelling to and from an agreed work experience as part of the RCN King's Nursing Cadets programme:

- Those planning travel must seek to balance the needs of the Cadet, cost, work experiences concerned and the environmental impact
- Travellers should seek to ensure that travel is booked in an economical way
- The responsibility lies with the claimant (this may be cadet or in some cases an approved associated guardian) to ensure that the expense is reasonable in amount and nature, and is within policy in accordance with the authorisation framework. The claimant should seek authorisation prior to incurring any cost to ensure it is allowable

- Private cars may be used, taking into account time as well as expense.

5.0 Claimant's responsibility

The RCN respects the integrity of each claimant and expects expense claims to be completed both honestly and accurately. A claimant can be a cadet or an approved associated guardian. The following principles apply to the submission of claims:

- (a) Claimants are responsible for the completion, signing, and detail contained within their own expense claim form. This responsibility cannot be delegated to someone else.
- (b) Reimbursement of expenses is subject to the RCN authorisation process. Any expense claim that is not authorised will, by default, remain the responsibility of the claimant and will not be paid.
- (c) All expenses claimed must be appropriately evidenced and clear reasons given for all expenses incurred. The general principle is that the claim must clearly outline the following for each expense incurred
 - Who incurred the expense.
 - What was the expenditure incurred (for example, mileage claim, train fare).
 - When was the expenditure incurred - specific as possible including time.
 - Where was the expenditure incurred - start and end point of journeys where relevant.
 - Why was it necessary to incur the expenditure - in other words the reason.
 - Additional information required to explain the circumstances of the expense incurred.
- (d) Travel must be planned wherever possible. The RCN may refuse to meet any expenses that are considered unreasonable, or which could have been avoided had the journey been better planned.
- (e) Expenses must be submitted in a timely manner. The RCN may refuse to pay any claims for expenses which are submitted more than three months after the month in which the expense was incurred, without good reason. Any such expense claim must include an explanation of "good reason". Such a claim will only be reimbursed in exceptional circumstances and with the approval of the Chair of Council.
- (f) Any attempt to falsify an expense claim will be treated seriously and appropriate action taken.

6.0 Authorisation framework

The name of the Project Manager will be listed on the travel expense form. All forms will be:

- Signed by work experience contact/host
- Signed by youth partner contact/lead
- Signed by claimant/cadet
- Returned to RCN within three months of the expenditure date.

7.0 Authoriser's responsibilities

7.1 Work experience contact/host

Forms must be signed as proof of attendance for each work experience. This may be a work experience contact/ host or clinician.

7.2 Youth partner contact/lead

Forms must be signed by the youth partner which confirms the cadet is currently enrolled and claimant listed is an approved authorised guardian for the cadet in question.

7.3 The individual authorising the expense claim is responsible for satisfying themselves that the appropriate policies, principles and claim rates have been adhered to. This includes the following but the list is not exhaustive

- The reason for the expense is clearly articulated and incurred within this and other appropriate RCN policies where relevant.
- Appropriate evidence of the cost incurred is included as part of the claim.
- The expense incurred is reasonable and appropriate to the activity undertaken.
- All necessary explanations have been provided and are clear.
- All authorisers must satisfy themselves that they have the necessary information to authorise the claim.

8.0 Claimable expenses

8.1 Train / Tube

- The expected class of travel by rail is standard class, taking full advantage of advance, economy and promotional fares where possible. Advantage must be taken of any fare reduction or discount for which the claimant is eligible.
- The cost of seat reservations can be reimbursed.
- Travel that is covered by any season ticket already held by the claimant for their personal use may not be claimed. The cost of railcards will not be reimbursed.
- Oyster card deposits or top ups cannot be claimed. The cost of specific journeys paid using an Oyster card can be claimed if evidenced by a Transport for London (TFL) statement of journeys.
- Tickets obtained using a “tap and go” facility (similar to Oyster card transactions) using a personal debit / credit card can be reclaimed if accompanied by a statement of journeys. This can be obtained once a debit / credit card has been registered with the operator’s website for contactless payment.

8.2 Car

- The use of private cars and motorcycles may be used where this is the most cost effective option of travel. The traveller’s time and environmental impact should also be considered.
- Claimants using their own vehicles must hold a current driving licence, and have necessary MOT and insurance in place.
- Travel should be by the most direct route, taking account of any reasonable variation to avoid traffic congestion or roadworks.
- Claimants using their own vehicles may claim the prevailing mileage allowance rate in place at the time of the journey to and from the approved work experience location (see Appendix 1). Running costs of the vehicle are taken into account within the full mileage

rate, including repairs, maintenance, rework experience windows and tyres, insurance and excesses.

- Parking costs are for car owner/driver/approved associated guardian only and will only be paid in exceptional circumstances. Please contact the Project Manager beforehand, before submitting a claim.
- Congestion or toll charges may be claimed if car travel in the designated area is unavoidable, or if, even with the inclusion of these charges, it is the most cost effective option.
- The RCN will not reimburse speeding, parking or any traffic infringement fines, including fines for non-payment of the congestion charge.
- The RCN does not accept liability for damage caused to or loss of private vehicles or their contents whilst being used for the RCN approved work experience; nor does it accept liability for claims by passengers or third parties. The RCN does not reimburse for the loss of no-claims discounts or insurance excesses.

8.3 Use of bicycles

- In order to encourage environmentally friendly travel individuals can undertake RCN travel by bicycle where it is appropriate to do so. The appropriate rate in use is published in Appendix 1.
- The cost of public hire programmes, available in most UK cities, can be reimbursed when evidenced with an appropriate itemised statement from the provider. If you are claiming for the bike hire, you will not be able to claim for the mileage rates for bicycles.
- It is the individual claimant's responsibility to ensure that any bicycle used on RCN approved work experience is road worthy and the correct health and safety equipment is worn including a correctly fitted cycle helmet that is securely fastened and conforms to current regulations.

8.4 Taxis

- The normal expectation is that public transport will be used in all instances including central London.
- Taxi fares may be reimbursed in specific circumstances, which should, wherever feasible, be agreed with the Project Manager beforehand: i. the use of public transport is not possible, for example due to a disability
 - ii. public transport is not available
 - iii. in case of an emergency
 - iv. a shared taxi is cheaper than public transport
- v. the work experience requires the individual to be travelling late at night or alone and a risk assessment suggests this is necessary.
- Taxi expenses must be supported by a receipt and a full explanation outlining the reason, which must be considered fully by the authoriser. Tips may be claimed if included on the supporting receipt, but must be reasonable and in line with local practice.

9.0 Claiming process

- All expenses claimed should be made on the appropriate form provided by the Nursing Cadet Project Team.
- Claim forms must be completed in ink and should be legible.

- All expenses claimed must be supported by VAT receipts. Claims for journeys paid for by the registered Oyster or debit / credit card must be accompanied by detailed statements from the relevant provider.
- Reasons must be given for any cancellation charges included in a claim. Such charges may not be paid in all cases.
- Where mileage in a private vehicle is being claimed then a journey log should also be completed specifying “from/ to”.
- Receipts should be attached to the claim form using a staple. They should be in date order to correspond with the details on the claim form itself.
- Claim forms must be signed as per the authorisation framework in section 7.

Claim forms are then sent to the Nursing Cadet Project Team either by recorded delivery or via their youth partner. Inadequately authorised claim forms will be returned to the claimant/youth partner unpaid.

Payment will normally be made by a transfer directly into a bank account. Any changes to a claimant’s bank details should be notified to the Project Manager.

Payments will be made directly to a claimant’s bank account by BACS. Expenses must not be paid through petty cash accounts/floats.

Appendix 1: RCN Expense rates for King's Nursing Cadets

Claim limits and approved allowances from 1 January 2019 until further notice.

This Appendix sets out the expense rates and limits currently applicable for RCN King's Nursing Cadets on approved RCN approved work experiences. Please make sure that you are familiar with the policy, principles and guidance before making a claim.

Travel

Where travel is necessary, the preferred mode of travel for RCN approved work experiences is public transport.

Where a private car is used, the following rates apply with rates being reviewed annually:

	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Private car/van	45p	25p
Motor cycle Bicycle	24p	24p
	45p	20p
*Alternative Voluntary rate	24p	24p

*The alternative voluntary rate is claimed at the individual's discretion.

Appendix 2: Expense claim form & Proof of attendance

Expense claim form

Tel: 02920 546404
Email: nursingcadets@rcn.org.uk

Please return the completed form to your youth partner along with your attendance log and relevant receipts.



Name of CADET:	Bank name (eg, Halifax):
Name of CLAIMANT*:	Sort code (eg, 12-34-56):
CLAIMANT* Address:	Account No (eg, 12345678):
CLAIMANT* E-Mail Address for enquiries:	

Please read the expenses policy and guidance on claims.

1. Millions less

2 Other expenses e.g. bus tickets, train tickets

These expenses were wholly, exclusively and necessarily incurred by me in the course of my approved RCN work experience.

Claimant's name (Print and sign)

2025 RELEASE UNDER E.O. 14176

Approved by youth participant: (Print and sign)

Dotar

Nonetheless, the model is somewhat overfitted and it cannot be used as the final guidance for the model in practice.

Approved by Project Manager (Print and sign)

Approved by Accountable Officer (Print and sign)

000001-02-000-0000-00-000000-00

For office use only. Coding summaries

For office use only - Coding summary		Resource code	Amount £
Project	Activity		
			TOTAL CLAIM £

Attendance log

Cadet Name:

Date	Placement location	Placement host name printed	Placement host signature*	Time started	Time finished	Hours on placement	Are you claiming travel for this journey? Y/N**

*This form must be signed and completed to accompany every travel expense form.

**Please read the expenses policy for guidance on placement hosts signing as proof of attendance. The expenses policy can be viewed on our website, rcn.org.uk/Professional-Development/Kings-Nursing-Cadets

Email: nursingcadets@rcn.org.uk Tel: 02920 546404

One copy in your portfolio, one copy to accompany your travel expense form.



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