



Congress 2020 expense claims – guidance for funded members

All expense claims should be in line with the RCN Expenses policy using the standard expense claim form – i.e. there is no separate expense claim form for Congress. **Please make sure that when you complete the form you make it clear that your claim relates to Congress expenses.**

Expenses are a **contribution** to the overall cost of your time at Congress.

All travel and accommodation will be booked by the RCN through our travel provider, Click, in line with the Expenses policy. If you are a voting member accommodation is funded on the basis of one night per voting place. So, if you choose to split a voting place with another person on one day, it is not possible for both of you to request accommodation for that night. The budget for travel is also estimated on the basis of one return journey per voting place.

It would help us if you respond to all requests from us about your travel and accommodation requirements as soon as possible. This helps us to secure the best possible rates and keeps overall costs of Congress down.

The Expenses Policy and 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>

Only claims in line with the principles in sections 2 to 5 of the policy will be paid. Key points to note are:

- Claims will only be reimbursed if be submitted within three months of the expense being incurred. **Therefore claims received by the Finance Department after the 11 September 2020 will be not be paid.**
- Dinner will be provided at the Monday night country and regional receptions and the end of Congress social event (Dine around the Dock) on the Wednesday evening so you are not able claim expenses for dinner on those evening.
- You cannot submit an expenses claim for lunch. You can only use the lunch voucher in your Congress delegate booklet at the Congress venue. The venue has provided a range of meal deals for £5 (the value of the voucher) or you can use it towards the cost of a higher value meal.

- If you are attending the AGM on Sunday 7 June a sandwich lunch will be provided before the meeting starts.
- You may claim up to £5 for tea and coffee (or other soft drinks) per day. There are water stations around the venue which are free of charge to you.
- Claims for alcohol are not paid.
- Claims should be for actual expenditure incurred – so, for example, if tea and coffee comes to £4.35 that is what you should claim. Claims for other items, such as confectionery to make up the £5 tea and coffee allowance, will not be paid.
- Expenses will only be reimbursed if you submit receipts with every claim. If you are submitting a receipt for a dinner which includes other members please identify which cost on the receipt relates to your claim and list **all** the other people attending on the back of the receipt. Please submit the actual itemised receipt and not a credit/debit card transaction receipt.
- 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 stating in which capacity they are attending Congress (e.g. Voting member, Council member etc.).
- **Claims for taxis will only be paid when**
 - the use of public transport is not possible, for example due to a disability
 - public transport is not available
 - in case of an emergency
 - a shared taxi is cheaper than public transport
 - the time saved by taking a taxi justifies the cost (NB. taxis are not always quicker than public transport)
 - the RCN requires an individual to be travelling late at night or alone **and** a risk assessment suggests this is necessary
 - where transportation of heavy luggage and/or equipment is involved
 - where the parking costs for a private car would exceed the taxi costs (e.g. airport parking).

Please explain which of the above applies when you submit your expenses.

Most of our Congress locations are within short walking distances in Liverpool and can be easily located using a maps App on a smart phone.

- For environmental and cost reasons the expected mode of travel is by public transport. Liverpool is very accessible by rail, coach and air from all parts of the UK. Private cars can only be used with prior authorisation by

one of the agreed accountable officers listed in section six of the Expenses Policy who will confirm whether or not the request meets the criteria for driving – section 11.3 of the policy. If your request to drive (a car) has been authorised you may claim the 45p mileage rate. You may opt to claim the alternative voluntary 24p mileage rate (see page 14 of the policy) which helps us to keep our costs down. Your claim will only be paid if you provide evidence that your request has been authorised (eg an email) in order to claim.

- If your request does not meet the criteria and you still choose to drive, the accountable officer may agree to authorise the 24p alternative voluntary mileage rate in certain circumstances (see page 14 of the policy). The RCN will not however meet the cost of parking.
- We will pay the cost of your journey from home but if you already have a season, or other type of ticket, which covers part of your journey we would not expect you to also claim costs from the RCN. If you have a railcard (e.g. a Young Person's or Senior railcard) please let us know as it helps us to keep our costs down. For tax reasons we are not able to reimburse the cost of railcards themselves.

It's also a great help if you can persuade a family member or friend to drop you off or pick you up from a station – this saves taxi costs and/or station/airport car parking charges.

Thank you for your help and consideration. It's really appreciated.