

# Congress 2025 Expense claims



## Guidance for funded members

### 12-15 May 2025, Exhibition Centre, Liverpool (ECL)

All expenses should be made in line with the RCN Expenses Policy for Unpaid Office Holders using the Congress expense claim form.

The policy and Congress expense form are available on the [policies and processes](#) page of the website under the Congress section.

1. Claims must be in line with the principles in sections 2 to 5 of the RCN Expenses Policy. Key points to note:
  - Claims must be submitted within three months of the expense being incurred otherwise they will not be paid – therefore claims received by the Finance Dept after 15 August 2025 will be rejected.
  - You cannot claim for your evening meal on Wednesday evening at Congress since it will be provided at the end of Congress social event. There will be a voucher in your delegate pack for this meal – please remember to bring it with you as we will not be able to issue replacements on the night.
  - The regional and country receptions are being held early Sunday evening to allow you to make your own arrangements for dinner afterwards.
  - You must use the lunch vouchers 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 11 May). 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 in what capacity they are attending Congress (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 2025 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.
- Taxis will only be reimbursed in specific circumstances as listed below, which should, wherever feasible, be agreed beforehand and the claim must always include an explanation of the reason for the taxi.
  - 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 private car would exceed the taxi costs (e.g. airport parking).