

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

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

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 will not be paid – therefore **claims received by the Finance Dept after the 21st December 2021 will be rejected.**
 - No evening meals will be served at Congress so this year so you will be able to claim for these in accordance with the policy.
 - You must use the lunch voucher in your Congress delegate booklet for lunch at the Congress venue. For example, 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 Friday 17 September). 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.
 - 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 comes to £4.35 that is what must be claimed for. Claims for other items, such as confectionery and gifts to make up the £5 tea and coffee allowance, will not be reimbursed.
 - You must submit receipts with every expense claim. If you are submitting a receipt for a dinner which includes other people you must clearly indicate which cost on the receipt relates to your claim and list all the other people attending on the back of the 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 what capacity they are attending Congress in (for example, voting member; Council member etc) - group claims like this are also faster and easier for our Finance team to process.
 - Taxis must only be used in the following circumstances 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 (such as airport parking).

- In previous years, for environmental and cost reasons the expected mode of travel was by public transport. However, due to the COVID-19 pandemic you will be able to travel to Congress by private car and claim mileage at £0.45 per mile this year without obtaining prior authorisation. The RCN will also cover the cost of parking for each night of your stay. Where possible you should book a parking space in advance via your hotel. Car parking is also available near the Congress venue (the Exhibition Centre Liverpool).
- You may claim passenger mileage of 5p in addition if you are taking another funded member or staff member to Congress.