

Please return addressed to: - Finance, Faculty of Public Health, 4 St Andrews Place, London NW1 4LB

<b>Name</b>

<b>Signature</b>

<b>Bank Details for BACS payment</b>			
Account		Bank Name	
Sort Code		Account Name	

<b>Address</b>

*Please enter each expense item on a separate line and number receipts accordingly.*

No	Date	Reason for Expense	Rail/Air Fare £	Car - Number of Miles	Total Cost @ 33p per Mile (£)	Accommodation/Subsistence (£)	Other Expenses (£)	DEPT	ACCOUNT	COST CENTRE
								(Office Use Only)		
<b>Totals</b>			£		£	£	£			

**OFFICE USE ONLY**

Cheque/BACS Total

Budget Holder

Cheque/BACS No. Issued

Budget Holder Signature

Audit Check

Date



# Faculty of Public Health

of the Royal Colleges of Physicians of the United Kingdom

Working to improve the public's health

## Expenses Payable by the FPH

The policy of FPH is that you should neither suffer nor benefit financially as a result of any reasonable and approved expenses which you incur on FPH business.

### 1. Travel

FPH will normally reimburse only the most economical method of travel. If you wish FPH to consider reimbursing more expensive methods, please discuss your arrangements with the committee chair or budget manager before you travel. FPH meeting dates are usually published well in advance so please do not buy your ticket on the day of travel without prior approval. Reimbursement of full costs is not guaranteed if travel is bought on the day and the reasons for justifying the action are not compelling.

Please note Claims will not be considered if submitted more than **THREE MONTHS** after the event to which they relate. It is particularly important that claims are submitted promptly at the year end. All claims should be submitted within the calendar year to which they relate.

- (a) **Rail**
  - (i) **Fare** - Standard class rail fare (saver/cheap day return where possible please) except for sleepers.
  - (ii) **Cheap Fares** - Can be obtained if booked sufficiently in advance. If rail companies make no refund in the event of such a ticket not being used, FPH will make the refund.
  - (iii) **Sleepers** - It is accepted that a first class fare may be inevitable, but overnight subsistence will not be paid.
  - (iv) **Seat Reservation** - Will be reimbursed if essential for travel
- (b) **Air**
  - (i) **Fares** - Economy class air fares will be reimbursed only when air travel is absolutely necessary or if more economical than rail. Please give reasons overleaf.
  - (ii) **Cheap Fares** - Can often be obtained if booked sufficiently in advance. If airlines make no refund in the event of such a ticket not being used, FPH will make the refund.
  - (iii) **President and Staff** - flight arrangements are booked via the FPH office
- (c) **Taxi**
  - (i) **Fares** - Will not normally be reimbursed. Good reasons should be given overleaf for claiming for a taxi fare which should also be supported by a receipt.
- (d) **Underground/Bus**
  - (i) **Fares** - Will be reimbursed.
- (e) **Car**
  - (i) **Rate** - Mileage will be reimbursed at the Department of Health's reserve rate, as shown overleaf, to a maximum equivalent to the standard class rail fare. The rate does not differentiate between sizes of cars.
  - (ii) **Parking** - Reasonable and necessary parking fees (but not fines) will be reimbursed.
- (f) **Cycles**
  - (i) **Rate** - Mileage will be reimbursed at 20p per mile - (NHS Employers).
  - (ii) **Parking** - There are cycle parking facilities available at the Royal College of Physicians.

### 2. Subsistence

- (a) **Train refreshments** - Snacks and non-alcoholic drinks to the value of £5.00 will be reimbursed.
- (b) **Overnight Accommodation** - Costs, if absolutely essential, will be reimbursed. Please make arrangements well in advance to secure better rates - most hotels offer cancellation terms of 24 - 48hrs so avoid advance payment. Receipts should be provided. FPH will reimburse a maximum of £90.00 to cover accommodation and breakfast. With prior approval of the **budget holder** London accommodation may be reimbursed to a maximum of £130. Please contact Keith Carter at FPH if you are struggling to get accommodation within the acceptable rates. If staying with friends then a £25.00 overnight rate can be claimed.
- (c) Subsistence for 24 hours is £20.00.
- (d) **Alcohol may not be claimed**

### 3. Claims

- (a) **Claim Form** - Please use a separate form for each visit. If you attend more than one meeting on the same visit, please give details of all of them on one form.
- (b) **Please number** your receipts clearly in the order in which they have been entered on the form for ease of processing.
- (c) **Final Claim for the Year**  
PLEASE RETURN THIS FORM TO THE ABOVE ADDRESS BY DECEMBER 15<sup>TH</sup> EACH YEAR AS FPH'S ACCOUNTING YEAR CLOSSES ON 31<sup>ST</sup> DECEMBER.