

Appendix 1: RCN Expense Rates for Unpaid Office Holders, RCN Accredited Representatives, Members, Unpaid Advisers and Volunteers

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 unpaid Office Holders, RCN Accredited Representatives, RCN Members, Unpaid Advisers and Volunteers on approved RCN activity, within the RCN Expenses Policy. 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 business is public transport. All rail and air travel must be booked through a member of staff, who will use the RCN corporate travel provider, or the online facilities they provide.

Where a private car is used, the following rates apply:

	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	24p	24p
Bicycle	45p	20p
*Passenger	5p	5p
**Alternative voluntary rate	24p	24p

* 5p per passenger per RCN mile for carrying fellow claimants in a car or van on journeys which are also RCN journeys for them.

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

Accommodation

All hotel bookings must be booked through a member of staff (see table in section 6.0 for appropriate team), who will use the RCN corporate travel supplier to access approved rates, including negotiated rates at selected London hotels.

Maximum rates per night, bed and breakfast including VAT:

London	£150
Outside London	£90

The above rates are subject to suitable accommodation being available. A full explanation will be required for any claims where the limit is exceeded.

When away from home overnight, the cost of telephone calls or data charges, if free Wi-Fi is not available, can be claimed up to a maximum cost of £5 per day. Itemised call logs evidencing cost incurred are required in support of any claim.

Subsistence

The cost of breakfast, lunch or dinner taken when on RCN activity may be claimed as follows:

Breakfast	£6	It is necessary to leave home before 7am, and the cost of breakfast is not included in a booking for overnight accommodation
Lunch	£6	More than four hours is spent on RCN business on that day
*Dinner	£20	The claimant is away from home on RCN activity after 8pm

*Rate applicable for appropriate expenditure incurred on or after 1 January 2019. Prior to this the rate of £18 applies.

The lunch and dinner allowance may be combined if the individual is required to be away from home on RCN activity (this includes travelling time) for a continual period from before 12pm (noon) until 8pm or later and claims only one meal during that period. The combined rate is not claimable if the individual has received lunch or dinner as part of the activity attended.

The claim must be supported by a VAT receipt, alcohol should not be included.

Congress

Members representing a branch, forum or other entity at Congress will be reimbursed for travel and accommodation in accordance with the travel and expenses policy within limits agreed by Council for that event in accordance with the RCN Constitution.

Lunch expenses may not be claimed and dinner expenses may not be claimed on evenings when it is assumed that all delegates will be attending organised events.

Receipts must be included.

Gifts

Any gift received to a value of £50 or over must be declared under the RCN Managing Conflict of Interest Policy.

With the exception of gifts, the above rates will be reviewed annually.