Executive summary - Travel, subsistence and expenses policy

This page provides a summary of the College’s expenses policy. The full document should be referred to for details of what may and may not be claimed as expenses.

Individuals must book all air and rail travel and accommodation via the College’s preferred travel supplier unless it can be demonstrated that it is cheaper to book independently. Travel and accommodation should be arranged as far in advance as possible.

Rail travel
- All journeys must be made in standard class.
- First class and anytime fares may only be used where it can be demonstrated that they are the cheapest available tickets at the time of booking.

Travel by car
- Mileage rate of 45p per mile for the first 10,000 miles in a tax year.
- Where a private vehicle is used for convenience, the total claim for the journey should not exceed the standard class rail fare.

Travel by bicycle
- Mileage allowance for travel by bicycle – 20p per mile.

Travel by motorcycle
- Mileage allowance for travel by motorcycle – 24p per mile.

Travel by air
- Travel within Europe (or of under 5 hours duration) must be made in economy class.
- International travel must be approved in advance by the relevant Director.
- Long haul (flights of over 5 hours duration) may be made in premium economy (or equivalent).
- Long haul (flights of over 5 hours duration) may be booked in business class if the cost is fully funded.

Overnight accommodation (all rates inclusive of VAT)
- In London, maximum of £105 per night
  - When staying in London, individuals are encouraged to stay in 30 Euston Square (0208 453 4600).
- In Edinburgh, maximum of £90 per night
- Elsewhere, maximum of £80 per night
- Hotel receipts should be in the name of the College or your name.

Meals and subsistence
- Under 4 hours away from home, not claimable.
- Between 4 and 10 hours, £10 maximum per day
- Between 10 and 24 hours, £25 maximum per day
- Alcohol is not claimable.
Locum
- Locum cannot be claimed for attendance at Trustee Board or Council.
  - Backfill and locum were paid during the Trustee Board's pilot period but was never intended to be paid once the Board assumed full responsibility. As the Board is now fully established, GP members are unable to claim backfill/locum expenses for attending Trustee Board meetings.
- Locum, where permitted, can be claimed as follows:
  - Per half day (4 hours) not including visits: £200.50
  - Per day (self-employed): £401.00
  - Per day (practice partner): £275.00

General
- Dates of meetings are publicised in advance when discounts on advanced bookings are available.
- Claims must be submitted within 3 months
- Receipts must support all expense claims