

RCN Congress 2023

Brighton 14th to 18th May



Congress 2023 Expense Claims – Guidance for Funded Members

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

The policy is available on this page on the RCN website:

<https://www.rcn.org.uk/About-us/How-the-RCN-is-governed/Our-governance-documents>

The Congress expenses claim form can be found together with the Congress expenses note at <https://www.rcn.org.uk/congress/Voting-at-Congress>

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 won't be paid – therefore **claims received by the Finance Dept after 18th August 2023 will be rejected.**
 - You cannot claim for your evening meal on the Monday or Wednesday evenings at Congress since it will be provided on those nights – i.e. at the Monday night Country and Regional receptions, and the end of the Congress social event on the Wednesday evening. **There will be vouchers in your delegate pack for the meal for the end of Congress social event – please remember your vouchers as we will not be able to issue replacements on the night.**
 - You must use the lunch voucher 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 14 May). The lunch voucher value has increased to £6 for 2023. Please note – Council members, Trade Union Committee members, Professional Nursing Committee members 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 comes to £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 what capacity they are attending Congress in (e.g. 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, here are some examples:**
 - the use of public transport is not possible, for example due to a disability;
 - public transport is not available;
 - in the 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; and
 - where the parking costs for a private car would exceed the taxi costs (e.g., airport parking).
- For environmental and cost reasons the expected mode of travel is public transport.
- You must number your receipts sequentially in accordance with the Line no. column on the Congress expenses claim form.