Royal College of Midwives
15 Mansfield Street
London W1G 9NH

Scheme for the Reimbursement of expenses incurred by Members of the RCM Board

January 2012

1. Expenses incurred in connection with your duties as a member of the RCM Board will be reimbursed in accordance with this scheme. Exceptions must have the prior authorisation of the CEO.

2. The RCM will only reimburse actual out of pocket expenses. The RCM will not reimburse you for loss of earnings; for time lost; for childcare or other costs not covered by the scheme.

3. Members of the RCM Board will normally be reimbursed only for the following.
   - Attending meetings of the RCM Board and its committees.
   - Attending general meetings.
   - Attending RCM annual conferences and such other RCM events that the RCM Board expects members of the Board to attend.
   - Attending meetings and events at the behest of the CEO.

4. All expenses claimed must be as a direct result of work carried out on the RCM's behalf and at the RCM's behest.

5. All expenses claimed must be supported by receipts. Credit card slips are not adequate.

6. Claim forms (which can be downloaded from the RCM website) must be submitted within 1 month of the date on which the expense was incurred.

7. The RCM will NOT normally reimburse expenses claimed after the end of the financial year in which the expense was incurred. The RCM's financial year is 1st January to 31st December.

8. Travel

You should normally make your own travel arrangements taking full advantage of available offers and discounts. All travel must be undertaken by the cheapest method reasonably available. Expenses will be reimbursed to the extent indicated in the table.

9. Accommodation

9.1 Overnight hotel accommodation is authorised only for the night before a meeting. Hotel accommodation for nights other than the night before a meeting require prior approval via email of the CEO.

9.2(a) If you book a hotel room yourself, you are asked to source the best available deal. You must pay the hotel directly and then you may claim it as expenses and you will be reimbursed upto £150 per night.

9.2(b) If you ask the RCM to book a hotel room you must make the request by email to pattie.tailor@rcm.org.uk at least 5 days before the room is required stating the date the room is required and the date and name of the meeting.

9.3 Hotel rooms used other than for RCM business must be separately booked. You may not extend an RCM booking for private use even if you will be paying separately for the private use.

9.4 If you prefer to stay with friends or relatives you may claim the disruption allowance indicated in the table which will be paid directly to the friend or relative.

TRAVEL	
TRAIN	2nd Class
TUBE	Yes
AIR	Yes. Economy Class.
ROAD – COACH/BUS	Yes
ROAD – CARS	Current RCM reimbursement rate
TAXI	Only if a suitable cheaper alternative is unavailable or if, by sharing a taxi with others, the overall amount claimed does not exceed the public transport rate per Board member.

ACCOMMODATION	
HOTEL ACCOMMODATION	Overnight hotel accommodation is authorised only for the night before a meeting.
DISRUPTION ALLOWANCE	£25.00 per night.
REFRESHMENTS	
DURING JOURNEYS	Light meal if total journey time is over 4 hours or if commenced before 0630hrs or completed after 2200hrs.
ON RCM BUSINESS	Evening meal to the value of £35 including drinks if a meal is not provided by RCM.

HOSPITALITY & ENTERTAINMENT	No
DEPENDANT CARE COSTS	No
TELEPHONE CALLS	No
POSTAGE/PRINTING COSTS	Reasonable costs up to £30 reimbursed
GRATUITIES	No