

FPM APPRAISER EXPENSE CLAIM FORM

FACULTY OF PHARMACEUTICAL MEDICINE

OF THE ROYAL COLLEGES OF PHYSICIANS OF THE UNITED KINGDOM

**19 Angel Gate, 326a City Road, London EC1V 2PT**

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**Registered Charity No 1130573 & Company No 6870644**

*Please read the notes overleaf before completing this form.*

## Please note that receipts must be submitted.

## Please submit expense claims within six weeks of appraisal being closed

**Please complete in block letters:**

**Name of Appraiser:**

##### Details and Date of Appraisal:

**Address of Appraiser:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **£** | **p** |
| TRAVEL EXPENSES Please refer to policy overleaf | **From:**  **To:**  **From :**  **To:** |  |  |
| **MILEAGE CLAIM**  Please refer to policy overleaf | **From:** To: **Total miles @ 45p per mile =** |  |  |
| **OTHER EXPENSES**  Please refer to policy and limits overleaf |  |  |  |
| **TOTAL EXPENSES CLAIMED** | If you do not provide receipts where required we will not be able to reimburse your claim. |  |  |

**a) Cheque payable to:**

***Or b) Account Number: Sort Code: Account Name:***

*I confirm that I have not sought reimbursement of these expenses from another organisation*

**Signature of Claimant………………………………………..…………… Date: …………………….................**

Please return form and all receipts to the Finance Department at the above address.

FPM APPRAISER EXPENSES POLICY

i. **Rail**

Whenever possible please book Advance Fare tickets to obtain the best prices. Standard Class fares only will be reimbursed. International travel will not be reimbursed without the prior approval of the Faculty.

ii. **Air**

Economy class only - taking advantage of any reduced fares and low-cost airlines when possible. International travel will not be reimbursed without the prior approval of the Faculty.

iii. **Car Mileage**

The Faculty will pay car mileage at the rate of 45p per mile (Inland Revenue Approved Mileage Rate) and car parking fees; however, where a car is used for convenience on long journeys instead of public transport, the Faculty will pay only the cost of public transport for the same journey. The Faculty will not normally reimburse central London congestion charges. It is the claimant’s responsibility to ensure that appropriate motor insurance cover is in place. Reasonable car parking costs may be claimed if supported by receipts. International travel will not be reimbursed without the prior approval of the Faculty.

iv. **Taxi**

Taxi fares will only be reimbursed when public transport is unavailable or impractical (please give details). Late night travel by taxi is permitted when on the grounds of personal safety. Public transport (i.e. London Underground, bus, train) should be used whenever possible.

v. **Food and drink**

Reasonable claims for refreshments / light meals during periods of travel will be reimbursed. Costs of alcohol will not be reimbursed under any circumstances.

vi**. Meeting Rooms**

In situations where an alternative venue cannot be identified, the Appraiser may claim reimbursement of the cost of hiring a small meeting room and the provision of tea, coffee and water. Maximum allowance is £90 per appraisal inclusive of any VAT. The Faculty will reimburse up to £130 inclusive of VAT provided that an acceptable written justification (e.g. geographical) for exceeding the limit is included with the claim form. If a suitable venue cannot be identified which fulfils this policy please contact the Faculty for advice or pre-authorisation.

vii. **Telephone and Consumables**

Telephone call costs relating directly to Faculty appraisals will be reimbursed if supported by itemised accounts and written confirmation that the calls were related to Faculty business. Line rental or contract payments are not eligible for re-imbursement. Costs related to consumables are eligible for re-imbursement but must be supported by receipts.

viii. **Receipts**

Expenditure will not be reimbursed without supporting receipts. Receipts for bus and Underground tickets are not required. Receipts for subsistence up to a value of £5.00 are not required.

ix. **Hotels**

Hotel costs will only be reimbursed where this can be justified, necessary for the conduct of an appraisal.

x **Expenses not covered above**

Any expenses or expense limits not covered above **must** be authorised in writing by the Head of Revalidation Operations before the expenditure is incurred. Please contact us for advice if required.

xi Reimbursement

Expenses are paid by cheque or Bank Transfer in Sterling or, by bank transfer in Euros. The Faculty will not be liable for any bank charges incurred by the appraiser within the UK banking system. The Faculty reserves the right to automatically reduce the claim where appropriate receipts are not provided or expenses fall outside this policy.

This policy covers the reimbursement of the individual claimant’s out of pocket expenses (as specified above) associated with the conduct of a revalidation appraisal.

### *With effect from 1 April 2015*