

## Federation Travel Expenses Policy

### Background

This policy takes into account:

- The views of senior clinical staff in Federation.
- The views of non-clinical staff in Federation departments.
- The travel expenses policies of each of the three colleges.
- The level and nature of hospitality offered by each of the three Colleges to their visitors, partners, stakeholders and guests.
- The charitable purposes of the colleges
- The contributions and concessions by the NHS which enable clinicians to conduct activities on behalf of the Federation.
- The revenues generated by Federation that support those charitable purposes.
- The pricing and examination fee structure of the MRCP(UK) examinations, particularly outside the UK.
- The recognition that delivery of Federation activity and thus revenues is almost entirely dependent on a volunteer, predominantly clinical workforce.
- That clinicians supporting Federation activity often use personal annual leave allowance to travel.
- That clinicians strive to minimise time away from clinical work, and must return home fit to work.
- That the PACES examination is an expensive and high stakes examination and that examiners must arrive fit to participate as examiners.
- That international journeys are frequently fragmented, often overnight, often through one or more time zones, and involve multiple flights and/or travel to international airline “hubs”. As such journey time rather than flight times must be taken into account.

### Scope

This policy applies to:

- Examiners and staff attending written examinations in the UK and internationally
- Examiners and staff attending clinical examinations (PACES) internationally
- Examination board members and staff attending examination boards and committees
- Examination question writers and staff attending specialty question groups and SCE question writing groups
- JRCPTB staff and assessors undertaking accreditation, ARCP or other assessment and advisory activity in the UK or internationally.
- CPD regional advisors and specialty representatives attending Federation meetings.
- CPD MaP board members.
- Lay representatives attending specialist advisory committee meetings and board/ committee meetings (including CPD, MRCP(UK) and JRCPTB MaP boards where applicable)

This policy does not apply to:

- Examiners attending UK PACES centres run by each of the three colleges – these activities will be covered by the relevant single college policy.

## Policy

### 1. Travel

#### UK

Where you choose to use your own vehicle in preference to rail travel, when rail travel is available, the total amount reimbursed will not exceed the cost of travelling by standard class rail.

#### Car

For claimants who use their own car, mileage will be provided at the rate of 45p per mile. This rate drops to 25p per mile after the total mileage of the vehicle has exceeded 10,000 miles.

Motorcycles are 28p per mile and bicycles 20p per mile, irrespective of total mileage.

When claiming for mileage, ensure that the number of miles completed is recorded in the comments field of the online expenses system.

All private vehicles must be insured for business use and maintained at the owner's expense.

#### Rail

Eligibility for first class travel should be based on home/office to final destination time (that is total journey) and not the duration of the rail journey alone.

Standard class, unless:

- The total journey time is longer than 2.5 hours, when the most economic first class would be acceptable
- The traveller may use a senior rail or other loyalty card to make up the difference between economy and first class.

#### Flights

All flights within the UK shall be in economy class, by any provider airline. Travel to central London is easiest from Heathrow, City and Gatwick, and this will be taken into account in selection of appropriate flights.

#### International

#### Car

- i. The use of taxis will be permitted when appropriate to the journey. Receipts for all journeys should be retained. If receipts are in a language other than English, details of the journey should be attached to the receipt.
- ii. Many host hotels will provide taxi services and these should be costed in comparison to alternate taxi providers.
- iii. In some countries, particularly those with high risk profiles, private cars with drivers may be the

safest form of transport, and this must be discussed with and agreed with appropriate personnel prior to any travel bookings being made.

## **Rail**

Does not apply internationally in any venue.

## **Boat**

Riverboat transport (as in Kochi) should be at standard travel class.

## **Flights**

Class of travel permitted will be based on total flying time, not individual flight times in multiple leg journeys. Current flight times are shown in **Appendix 1**.

The most appropriate and cost effective airline will be selected for each route by the International PACES executive. Discretion should be applied and additional time required to travel (by any means) from home location (e.g. Liverpool) to the major UK departing air hub (e.g. Heathrow) taken into account if that amounts to two hours or more.

### ***Total flying time of less than 5 hours***

Economy class

### ***Total flying time of more than 5 hours***

Business class

## **2. Hotel Accommodation**

### **UK**

In London: **max £180 per night per room**

Outside London: **max £150 per night per room**

### **International**

Hotels should be selected on the basis of their:

- proximity to the airport, to the host hospital or other business venue,
- standards of food and general hygiene conducive to the health of the travelling party
- availability of appropriate room and catering facilities for meetings such as the examiners meeting and to any security considerations that apply to the country in question, as advised by hosts.

This will not translate into the use of hotels of any specific “star” rating, but value for money will always be considered alongside the above requirements at the discretion of the international executive and COO of Federation.

## Travel Documents

The procurement of a visa to travel is an allowable expense. Travellers are responsible for obtaining their own passport, and this is not an allowable expense.

## Incidental personal costs (e.g. phone calls and internet access)

Up to £5 per night in UK and £10 overseas

## 3. Meals

### UK

- English/continental breakfast at hotel (capped at rate charged by hotel) if an overnight stay is required
- Food/beverages capped at £15 per person, per day (if an overnight stay is not required)
- Dinner capped at £40 per person if an overnight stay is required
- Alcohol policy as below
- All receipts should be submitted within 3 months of purchase via the expenses system.

### International

- English/continental breakfast at hotel (capped at rate charged by hotel)
- Lunch/packed lunch (capped at £15 per person)
  - Typically this is provided free by the host hospital in PACES visits
- Dinner
  - International dinner costs vary greatly. A per head cost of £45 should not be exceeded.

## Alcohol policy

### UK

Examination board meetings, question writing groups etc.

- Hospitality should include provision of alcohol, as per typical College events.

### International PACES dinners

- Alcohol should be provided (if acceptable in the host country) at the Federation and any other formal jointly attended dinner only. On all other nights, purchase of alcohol will be the personal responsibility of each examiner. The Chair of Examiners will be responsible for ensuring compliance with this requirement.

Alcohol purchased in other situations or locations will not be reimbursed.

## Appendix 1

### Flight Times to PACES Examination Centres

Centre	Flights from UK	Total travel time*
Malta	3.15 direct	3.15
Cairo	5.05 direct	5.05
Kuwait	6.20 direct	6.20
Doha	6.50 direct	6.50
Dubai	7.20 direct	7.20
Oman	7.15 direct	7.15
Delhi	8.50 direct	8.50
Bengaluru	10.10 direct	10.10
Hyderabad	10.00 direct	10.00
Chennai	10.30 direct	10.30
Kolkata	7.00+4.40 indirect	13.30
Kochi	7.05+4.10 indirect	14.00
Colombo	6.50+4.30 indirect	13.55
Nairobi	8.35 direct	8.35
Khartoum	6.50+4.05 indirect	17.55
Jamaica	9.25 direct	9.25

**All other centres involve flights exceeding total travel time in excess of 10 hours.**

\* This figure includes stopover time in airports between flights but not other travel time. Total journey time is typically much longer depending on journey time to UK start airport and journey time from host airport to hotel.