



RCNI Expense Claim Form Policy Notes

1. All claims must be submitted within two months of the expense being incurred except for year-end when all claims must be received before the end of December.
2. All claims must be accompanied by receipts. In circumstances where receipts are not available the claimant must explain the absence in the notes section of the claim form. It is then at the discretion of the RCNI Director whether these costs will be reimbursed.
3. The administrator will endeavour to pay all expense claims received by the last week of each month. Late expense claims may not be paid until the following month end.
4. Public Transport must be used wherever possible. In circumstances where public transport for the full journey is not feasible, a combination of private and public transport will be acceptable. Wherever possible, book transport in advance to avail of lower prices. When travelling in groups, private transport can be used where the combined cost of using public transport is greater than the cost of using private transport.
5. The day subsistence rate is €15 max and the overnight subsistence rate is €30 max. Subsistence rates cannot be claimed if meals are included in the meeting or event you are attending - if you wish to claim for additional refreshments within reason, please provide receipts.
6. The network requests that members use their discretion when booking overnight accommodation. Whilst the RCNI recognises members' comfort and needs, every effort should be made to ensure value for money. Strictly no 5* hotels allowed. Please contact RCNI Administration if you have doubts whether you are eligible to book overnight accommodation.
7. Additional and unavoidable childcare costs will only be paid up to the age of 16 years. Claims should be made for actual monies paid for childcare up to a maximum of €30 and a receipt must be submitted. Claims for childcare costs are intended to cover unexpected events and not the regular costs incurred within your usual childcare arrangements. Where there is doubt, each request will be subject to the discretion of the Financial Sub Committee.