



# Faculty of Radiologists RCSI



*Dámh na Raideolaithe*

## Travel Policy

*The overriding spirit of this policy is to ensure that people travelling on behalf of Faculty are accommodated to an acceptable standard within reason, while achieving best value for the Faculty.*

### 1. Objective

- To bring clarity to all & streamline administration
- To ensure Revenue requirements are covered and everyone is aware of same
- To ensure fair treatment and equity

### 2. Scope

To cover all representatives travelling on behalf of the Faculty. A broad outline is included but is subject to specific restrictions due to funding or budgetary constraints.

### 3. Approved Flight Types

All flights are subject to a maximum cost per return trip, thus last minute changes to travel arrangements may require flexible tickets to be changed to economy tickets to remain within maximum limit. See point 4.3.1 for further details.

### 4. Travel funded from grants will be Economy Class regardless of destination. Any exceptions are to be approved in advance by the Finance & General Purposes Committee subject to Board approval.

### 5. No chauffeur service is to be utilised unless provided by the Airline which will be advised by RCSI Travel / Faculty Office at the time of booking. Taxis to be used in all other cases.

### 6. This policy limits personal refreshments and international calls while abroad to a reasonable level.

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## 1. INTRODUCTION

The Faculty will reimburse representatives for expenses which are wholly exclusively & necessarily in the course of business while on official Faculty travel that are properly authorised, reasonable and appropriately documented. This policy and its' related procedures describe the guidelines for such expenditures and outline the process for reimbursement. It has been prepared with as much flexibility and as little complexity as possible within the constraints imposed by provisions of the Revenue Commissioners and other various legal and contractual requirements that are required to be met by the Faculty and the College.

For the purposes of this document, Faculty representatives are defined as the Dean, Officers, Board and Committee Members, and Consultant Radiologists, Radiation Oncologists, Physicists, Radiographers or allied specialty members who have been invited to teach in the Training Programme by the Educational Coordinators and must travel to do so. In addition, individuals providing locum services for the Dean may apply for reimbursement of eligible expenses under these regulations provided the Faculty has not already funded their post to the full appropriate contractual rates. All other individuals must have PRIOR approval by the Hon Treas and Finance and General Purposes committee. The Faculty will not be bound to reimburse expenses incurred as a result of any other prior arrangements.

It is expected that all Faculty representatives will exercise appropriate care in incurring such travel expenses. Only actual expenses incurred and submitted with receipts will be reimbursed. It is the responsibility of each individual incurring such expenses as well as the individual approving such expenses to comply with the Faculty's policies and procedures as set forth within this document. Due to budget constraints, the Finance & General Purposes Committee may place more restrictive limitations on the amounts spent if deemed necessary.

During the ASM and when travelling to RSNA and ECR the Dean is covered to stay in the same hotel as the Honorary Fellows or important delegates and if he/she wishes, on an Executive Floor, so that the Dean can arrange meetings with important figures who can assist Irish radiology. Reasonable expenses for the Dean Elect to attend RSNA can be covered for reasons of strategic importance. This is subject to review.

Mainline train costs for business tickets is to be covered for Faculty officers when travelling on Faculty business.

Revenue regulations include a requirement for proper substantiation, a bona fide business connection and a timely return of amounts in excess of expenses. Payments not meeting these requirements would be considered taxable payments to the individual receiving the funds and the Faculty and RCSI would be required to deduct tax on these amounts. Consequently, the Faculty will only reimburse individuals for expenses which meet the requirements detailed in this document.

## 2. SCOPE

This policy and its related procedures are applicable to all Faculty representatives regardless of the source of funds supporting such travel. If such expenses are to be charged to a sponsored programme, the terms of the grant or contract will take precedence if they are more restrictive than this Faculty policy.

### 3. GENERAL INFORMATION

All expense claim forms must be completed and signed by the claimant and be returned to the Faculty office with all original receipts attached. The Faculty Office staff are prohibited from collating receipts or filling out forms for applicants.

**3.1 Out-of-Town Travel:** These are expenses incurred while travelling on behalf of the Faculty from one's home or office to other destination(s). Travel dates normally acceptable as Faculty business include the day prior to the actual dates of business related activity through to the last day of the business related activity plus additional return journey day if required. When personal travel is combined with business travel, the Faculty will not reimburse any expenses associated with the personal part of the trip.

**3.2 Local Travel:** Business travel expenses incurred within local area of normal place of work should be claimed using the normal Travel Business Expense Form. Mileage from the employee's residence to a temporary work location is not reimbursable; however, standard rail fare from the nearest mainline rail station will be reimbursed. Meals consumed by a representative while travelling locally are not allowable business expenses according to the Revenue Commissioners. This does not include meals when a representative is dining or entertaining other individuals for business purposes.

**3.3 Prepaid Expenses:** Prepaid expenses are expenses paid by the Faculty on behalf of the traveller before the business trip is taken. Examples include flight costs, hotel deposits, conference registration fees and similar expenses. They are made payable only to the vendor, such as the hotel or the organisation sponsoring the conference or seminar.

**3.4 Finance Department RCSI & Faculty Finance & General Purposes Committee:** The Finance Department RCSI and the Faculty Finance & General Purposes Committee are responsible for ensuring that all Faculty business travel expenses are reimbursed in accordance with all applicable Faculty policies and procedures and that all adhere to same.

**3.5 Travel Expense Claims:** Travel Expense Claims should be completed using the official expense claim forms available from the Faculty office. Supporting original receipts should be submitted to Faculty attached to the completed claim form for reimbursement within 30 calendar days of return date. Expenses received after those dates need to be signed-off by Chairman of the Finance & General Purposes Committee or appropriate designate with an explanation for the delay. Expenses which are more than 60 calendar days old may be disallowed.

Reimbursement to travellers will always be made by electronic funds transfer (EFT) directly into their bank account. Each traveller is to submit his or her own Travel Expense Claim form even if travelling with one or more Faculty representatives. The preferred method of reporting is for each traveller to report only his/her expenses. If several Faculty representatives are travelling together and an expense is combined (such as accommodation costs, meals, etc.) the cost must be clearly documented on the travel expense claim of the individual claiming the combined amount. The documentation should include the names of the other Faculty representatives involved.

**3.6 Approvals:** All such expenses incurred on behalf of the Faculty are to be certified as to completeness and accuracy by the traveller and will be routed for approval by the appropriate designate. No individual may authorise and approve his or her own travel expenses. Without

such certification and approval, as well as inclusion of all required information, justification, and receipts, reimbursement of such expenses will not be processed. The budget holder is responsible for review and approval of all expenses including the reasonableness of meal costs and adhering to College and Faculty imposed limitations on reimbursements.

**3.7 Coding:** All travel expense claims must be fully and accurately coded by the Faculty office prior to submitting same online to the Finance Department RCSI.

**3.8 Insurance:** All Faculty related travel by representatives is covered under RCSI's insurance policy. Please check with RCSI Travel Office if there are any queries on insurance. No further travel insurance costs will be paid by the College or the Faculty.

**3.9 Entry Visas:** Information on Entry Visa requirements for individual countries can change regularly. RCSI Travel Limited is happy to check this requirement on request.

## **4. PROCEDURES/GUIDELINES**

**4.1 Receipts:** The Faculty requires appropriate documentation for all expenses claimed associated with travel over €5.00. Original receipts are always required for rail, bus, transport to and from the airport, meals, accommodation expenses, and other reasonable and necessary expenses. Photocopies of receipts will not be accepted for reimbursement.

**4.2 Reimbursements:** The Faculty will reimburse an individual an amount based on actual expenses incurred, unless more restrictive limitations have been placed on the amounts spent as deemed necessary.

### **4.3. Transport**

#### **4.3.1 Airlines**

It is Faculty policy to book travel at the best fare available at all times availing of RCSI Travel's agreed return contracted fares. This may require flexibility by the traveller around travel times and carriers. The Faculty will avail of low cost carriers when applicable.

Faculty will pay Economy class for all flights, unless approved in advance by the Hon Treasurer / Finance & General Purposes Committee in exceptional circumstances.

Travel funded from Research grants will be Economy class regardless of destination. Any exceptions to be approved in writing in advance by the Finance & General Purposes Committee in exceptional circumstances.

The Faculty will not permit payments to be made to any travel agency or airline for travel arrangements except for those made with the Faculty's authorised travel agent. An exception to this policy may be requested if the traveller is able to provide documentation that a lower fare associated with a specific conference or meeting is

being offered by another agency authorised by the conference planners, and that the Faculty's authorised agency is unable to offer the same fare.

Faculty representatives travelling are strongly encouraged to maximise "discounts" for airline travel through advance purchase of airline tickets where travel schedules can be planned in advance, such as for national meetings and other scheduled events.

#### **4.3.2 Taxi Expenses**

The RCSI has secured discounted rates in Dublin with Citicabs. For local business travel, taxis should be booked using this company (details available from the Faculty Office).

Chauffeur driven car services should not be used and will not be paid for or reimbursed by the Faculty.

#### **4.3.3 Motor Expenses**

Mileage reimbursement is not available under the Faculty Travel Policy. Standard rail fare from the nearest mainline rail station will be reimbursed. If no viable mainline rail network exists, then an alternative fee for reimbursement will be determined by the Finance & General Purposes Committee subject to Board approval.

#### **4.3.4 Car Rentals**

The cost of a car rental is an allowable reimbursable expense provided that such an expense is essential to the business trip and has received prior approval by the Finance & General Purposes Committee. The Faculty will reimburse the cost of the vehicle rental, based on the invoice paid to the rental company plus any related fuel expenses not covered by the rental invoice. Only mid-size or compact vehicles are to be rented unless travelling with excess baggage or with 3 or more people.

Travellers are encouraged to use taxis and hotel shuttles instead of rental cars when expenses are expected to be below that of a rental car. Expenses for trains, buses or taxis will be reimbursed only when original receipts are submitted with the Travel Expense Claim Form.

#### **4.4 Accommodation**

Where possible appropriate accommodation will be sourced and booked in advance by the RCSI travel agent, RCSI Travel Limited, who has negotiated preferential rates with certain hotels to attain best value for Faculty.

The Faculty will reimburse an individual an amount based on actual expenses incurred, unless more restrictive imitations have been placed on the amounts spent as deemed necessary by the Faculty. A maximum of €120 accommodation expenses per night will be refunded with receipts. Faculty does not reimburse for expenses relating to personal

alcohol and limits personal international phone charges while abroad to a reasonable level.

#### 5.4.5 Meals

##### *Personal Nature:*

Faculty representatives will be reimbursed for reasonable expenditure on personal meals (breakfast, lunch, and dinner) while travelling on Faculty related business subject to any limitation placed on allowable expenditures. Individuals should be conscious of cost, use good judgement, and avoid excessiveness. The Finance & General Purposes Committee or designate approving the expense claim should review these costs for reasonableness. Meal expenses will not be reimbursed when meals are included in the registration fees of seminars, etc. The expense of one's meals, must be recorded and reported on Travel Expense Claim. A maximum of €50 will be refunded for meal expenses during every full day of travel and / or for an overnight stay with receipts. Gratuities are not reimbursable by the Faculty.

##### *Entertaining:*

When the Faculty representative is dining or entertaining other individuals for business purposes, alcohol may be included at a reasonable level if appropriate. The expenses must be reported in a Travel Expense Claim. The Revenue Commissioners require the following documentation for all business meals and entertainment expenses.

- a. Date
- b. Place
- c. Nature of business conducted
- d. Names of all present
- e. Business affiliation of guests
- f. Amount

Receipts are required for all meal and entertainment expenses. Acceptable original meal receipts include an itemised bill, the customer's original copy of the credit card receipt, or a cash register receipt. ***NOTE: According to the Revenue, reimbursements made without the proper documentation must be treated as taxable income.***

#### 4.6 Other Expenses

All other reasonable and necessary expenses incurred while on business travel will be reimbursed, including parking fees and reasonable business telephone calls. Receipts for these expenses should be obtained, submitted and must be identified on the Travel Expense Claim.

#### 7. 4.7. Personal Expenses

The Faculty will not reimburse individuals for personal expenses while travelling such as child care costs, kennel fees for pets, snacks, recreation costs, in-room movies or other similar costs.

Travel expenses for spouse and/or families of the Faculty representatives will not be

reimbursed by the Faculty unless they have been specifically invited to attend an official Faculty event.

On those occasions when personal travel is combined with business travel, the Faculty will not reimburse any expenses associated with the personal part of the trip.

#### **4.8. Faculty Meetings: Programme speakers, Guest lecturers and Honorary Fellows.**

- Consultant Radiologists who are Members or Fellows of the Faculty practicing in Ireland who are delivering lectures as part of the meeting programme following an invitation from the Scientific Committee: The registration fee will be waived. No other expenses will be paid.
- Members or Fellows of the Faculty who are in Fellowships or junior staff positions / Consultancies in Teaching Hospitals abroad who are delivering lectures as part of the meeting programme following an invitation from the Scientific Committee: The registration fee will be waived. No other expenses will be paid.
- Consultant Radiologists practicing on the island of Ireland who are not Members or Fellows of the Faculty: There should ordinarily be no need for the Scientific Committee to go outside our Members and Fellows for speakers, this should not arise. Any Board member, the Chairperson of the Scientific Committee or a designated Scientific Committee member are entitled to invite prospective speakers to become a member of the Faculty if they are under consideration as a speaker. (Refusal should eliminate them from consideration).
- Physicists, Radiographers and members of allied specialties invited by the Scientific Committee because of their specific expertise: All expenses will be paid as described in these regulations provided prior agreement of the Hon Treasurer has been obtained (see below) and the meeting budget permits.
- Consultant Radiologists from outside the island of Ireland who are not Members or Fellows of the Faculty invited by the Scientific Committee because of their specific expertise: All expenses will be paid as described in these regulations provided prior agreement of the Hon Treasurer has been obtained (see below) and the meeting budget permits.
- Honorary Fellows, invited by the Board to the ASM. All expenses will be paid as described in these regulations. Exceptions: A) Business Class air travel for 1 person or (if a spouse accompanies the Hon Fellow) 2 economy fares may be approved by the Hon Treasurer and/ or Finance and General Purposes Committee. B) The hotel costs may exceed the €120 limit per night.
- The financial goal of each meeting is to at least break even. The Scientific Committee Chairperson must liaise with the Executive Officer, Hon Treasurer and Finance Officer to complete the meeting budget estimation before invitations are sent when those invitations will result in liabilities greater than the waiving of the registration fee.
- The Faculty is not bound to honour invitations / understandings reached outside these parameters. Should such circumstances arise, the task of adjusting the expectations of invitees will rest with those who reached the inappropriate understanding.

#### **4.9 Exceptional Situations**

The Finance & General Purposes Committee and Management Advisory Committee of the Faculty, in agreement with the Faculty Board, have the authority under exceptional circumstances only, to approve/permit the alteration/amendment of reimbursement guidelines to specific cases over and above the allowable reimbursement. These cases will be dealt with on an individual basis subject to individual application and are reviewed annually.