The Royal College of Ophthalmologists

18 Stephenson Way, London, NW1 2HD

Please tick appropriate box(es)

Committee Meetings at 18 Stephenson Way

committee meetings at 10 oreproductively				
Trustees	Finance			
Council	Prof. Standards*			
Education *	Scientific*			
Examinations*	Training *			
Executive	Lay Advisory			
OTG	Regional Advisers			
CPD Co-ordinators	SAS Group			
European & International				

^{*} Includes sub-committees

College Events & Courses

ľ	Skill Centre Courses	Seminars	
п			1

Examinations (including paper setting)

Part 1 FRCOphth	Refractive Surgery	
Refraction Certificate	Part 2 FRCOphth	
Certificate in Laser	Diploma	

Expenses Reimbursement Form (Updated April 2019)

This excel form allows for automated calculations of the entries

Email form + receipts to: Jenny.henry@rcophth.ac.uk

	Email form : receipts to:		оституться у стооринастик				
_	Date of meeting	Mileage @ 45p mile Enter # miles		Tubes, taxis & parking £	Overnight stay £	Other expenses £**	TOTAL £
_							
_							
1	TOTAL MILES	0					
	TOTAL £	0	0	0	0	0	0

Supporting receipts should be attached and expenses must be claimed within 3 months of the meeting

Other Meetings,	Other)	expenses**
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The College encourages payment by **BACS direct to your bank** account. Please download the BACS payment form from the College website or complete the following details:

Bank account number

Bank sort code

Expenses will be paid in accordance with the College Expenses Policy. See College website. The key elements include:

Rail fare: The standard rail fare is paid. Where Trustees/Council Members have to work during the journey, first class is allowed.

Air fare: This will be paid to members when the air travel relates solely to the College's activities. Business class fares are permitted for flights over 5 hours in duration.

Mileage: This is paid at 45p a mile. The College reserves the right to subsitute the equivalent of the standard class rail fare.

Overnight: Members may only claim for overnight hotel accommodation including breakfast, if it is strictly necessary. Maximum B&B rate limit is £165 a night, inclusive of VAT.

Name	Signed	
Address		
Address	Date	
Post code		