

## NGA Guideline Committee expenses claim form

All current limits, allowances and monetary values can be found in the current NGA travel and subsistence policy at: <https://www.rcog.org.uk/en/about-us/nga/policies-and-forms/>. Please see the reverse for key principles for submitting a claim form.

Please type or write in **ink and block capitals**

<b>NAME:</b> <i>This must match the most recent BACS form you have submitted to the NGA otherwise payment will be withheld</i>	
<b>ADDRESS:</b> <i>This must match the most recent BACS form you have submitted to the NGA otherwise payment will be withheld</i>	
<b>GUIDELINE:</b> <i>Detail the guideline name</i>	
<b>ATTENDANCE AT:</b> <i>Detail the number &amp; type of meeting (e.g. GC, NICE workshop, Scope meeting)</i>	
<b>DATE:</b> <i>Detail the date of the meeting</i>	
<b>LOCATION:</b> <i>Detail which venue where the meeting was held</i>	

Type of expense	Amount claimed
<b>Travel by TfL</b>	£
<b>Mileage expenses</b> Number of miles claimed: _____ Car or motor cycle – Yes/No Bicycle - Yes/No	£
<b>Other travel expenses</b> Detail and cost incurred:	£
<b>Meals and subsistence expenses</b>	£
<b>Accommodation expenses</b>	£

<b>Chair/Topic Advisor honorarium claim (no receipt is required for this expense)</b>	<b>£</b>
<b>Lay member attendance claim (no receipt is required for this expense)</b>	<b>£</b>
<b>Carer/ childcare/ personal assistant claim</b>	<b>£</b>
<b>GP Locum fees claim</b>	<b>£</b>
<b>TOTAL CLAIMED</b>	<b>£</b>

Please attach itemised receipts for all claims as expenses will not be paid unless accompanied by an itemised receipt with the exception of chair and lay member attendance fees. To enable prompt payment, please ensure you have read and claimed within the NGA travel and related costs policy.

I certify that the above expenses were incurred by me and will not be claimed from another body.

**Signed**

**Date**

### Key principles for submitting a claim form

The NGA requests that claims forms are submitted as soon as possible following the cost being incurred, ideally within **one month** of the expense. No claim received later than two months after the expenditure is incurred will be reimbursed, except in very exceptional circumstances and with prior agreement of an NGA Director.

Please complete a separate form for each meeting for which you are claiming expenses.

The NGA is hosted by the Royal College of Obstetricians and Gynaecologists (RCOG) whose auditors require receipts in support of all claims. **Please attach itemised receipts for all claims** as expenses will not be paid unless accompanied by an itemised receipt with the exception of chair and lay member attendance fees.

You should also ensure that you maintain such records as will be required to satisfy HM Revenue & Customs.

For the most up to date version of the NGA expenses policy please see <https://www.rcog.org.uk/en/about-us/nga/policies-and-forms/>