

Teaching	
Teaching on your own at HCP	<p>Teaching hours are paid at Trainee Tutor Rate £17.86 per hour</p> <p>Actual travel from home to HCP reimbursed at 45p per mile or actual cost of public transport, subject to a daily cap of £45</p> <p>No other subsistence expenses can be claimed</p> <p><i>Teaching costs to be invoiced to the RSN and expenses claimed on an RSN Expense Claim form and authorised by the Education Department.</i></p>
Teaching on your own at another site	<p>Teaching hours are paid at Trainee Tutor Rate £17.86 per hour</p> <p>Actual travel from home to site reimbursed at 45p per mile or actual cost of public transport, not subject to a daily cap</p> <p>Up to £10 per day can be claimed for drinks and lunch. These should be itemised on an RSN Expense Claim form with receipts attached.</p> <p><i>Teaching costs to be invoiced to the RSN and expenses claimed on an RSN Expense Claim form and authorised by the Education Department.</i></p>
Supporting an RSN Tutor or Class Assisting at HCP	<p>Hours are paid at the Trainee Tutor Preparation Rate or Class Assisting Rate of £10.04 per hour</p> <p>No travel or other subsistence expenses are reimbursed</p> <p><i>Assisting costs to be invoiced to the RSN and expenses claimed on an RSN Expense Claim form and authorised by the Education Department.</i></p>
Supporting an RSN Tutor or Class Assisting at another site	<p>Hours are paid at the Trainee Tutor Preparation Rate or Class Assisting Rate of £10.04 per hour</p> <p>Actual travel from home to site reimbursed at 45p per mile or actual cost of public transport, not subject to a daily cap</p> <p>Up to £10 per day can be claimed for drinks and lunch. These should be itemised on an RSN Expense Claim form with receipts attached.</p> <p><i>Assisting costs to be invoiced to the RSN and expenses claimed on an RSN Expense Claim form and authorised by the Education Department.</i></p>
Exhibitions	
Teaching a Workshop or Learning Curve at an Exhibition	<p>Teaching hours are paid at Trainee Tutor Rate £17.86 per hour</p> <p>Actual travel from home to site reimbursed at 45p per mile or actual cost of public transport, not subject to a daily cap</p> <p>Up to £10 per day can be claimed for drinks and lunch. These should be itemised on an RSN Expense Claim form with receipts attached.</p> <p>See RSN Expense Claim Guidelines if an overnight stay is required. Accommodation will be booked and paid for centrally.</p> <p><i>Teaching costs to be invoiced to the RSN and expenses claimed on an RSN Expense Claim form; both to be sent to Bryna Black in the Marketing Department or the Event organiser (if different) for authorisation.</i></p>
Preparation, Set up and Take down of off site Exhibition	<p>Hours are paid at the Trainee Tutor Preparation Rate or Class Assisting Rate of £10.04 per hour</p> <p>Actual travel from home to site reimbursed at 45p per mile or actual cost of public transport, not subject to a daily cap</p> <p>Up to £10 per day can be claimed for drinks and lunch. These should be itemised on an RSN Expense Claim form with receipts attached.</p> <p>See RSN Expense Claim Guidelines if an overnight stay is required. Accommodation will be booked and paid for centrally.</p> <p><i>Preparation, Set up and Take Down costs to be invoiced to the RSN and expenses claimed on an RSN Expense Claim form; both to be sent to Bryna Black in the Marketing Department or the Event organiser (if different) for authorisation.</i></p>
Attending an Exhibition to man the RSN stand or demonstrate at the RSN stand	<p>Hours are not paid</p> <p>Actual travel from home to site reimbursed at 45p per mile or actual cost of public transport, not subject to a daily cap</p> <p>Up to £10 per day can be claimed for drinks and lunch. These should be itemised on an RSN Expense Claim form with receipts attached.</p> <p>See RSN Expense Claim Guidelines if an overnight stay is required. Accommodation will be booked and paid for centrally.</p> <p><i>Expenses to be claimed on an RSN Expense Claim form to be sent to Bryna Black in the Marketing Department or Event organiser (if different) for authorisation.</i></p>
C&D Summer Intensives	
Working as a Summer Intensive Assistant at HCP	<p>For third year Future Tutors graduates, 5 hours per day are paid at the Trainee Tutor Rate of £17.86 per hour</p> <p>No travel or other subsistence expenses are reimbursed</p> <p><i>Assisting costs to be invoiced to the RSN and sent for authorisation to the Education Department.</i></p>

