

Council – 25 March 2010

Expenses Policies

Executive Summary and Recommendations

**Introduction**

At the July 2009 meeting of the Finance and Resources Committee, consideration was given to a revised Witness Expenses Policy. It was agreed that the policy should be re-drafted to incorporate those comments made during the course of discussion.

Given that the witness expenses policy is inextricably linked to those other expenses policies adopted across the organisation, the Executive decided that this could not be reviewed in isolation and therefore a wider review of all the expenses policies should be carried out.

The following expenses policies have now been reviewed and are attached as an appendix:

- Council and Committee members;
- Partners;
- Employees; and
- Witnesses.

The Finance and Resources Committee considered these policies at their meeting on Wednesday 17 March and their amendments have been incorporated.

With regard to general changes, the policies have been standardised in terms of format, language and details to ensure consistency, where possible, across the policies. Owing to the fact that policies have been completely re-ordered, it is not easy to use the track changes function. However, your attention should be drawn to the following aspects which have been updated in the policies:-

- Revised wording relating to rail travel;
- The wording in relation to carers allowance has been amended to reflect previous discussion;
- Updated wording relating to accommodation so that there is flexibility in terms of whether breakfast is provided at the hotel;
- More conditions imposed on use of taxis; and

- Clarification around submission and payment of expenses and responsibility for bookings.

**Decision**

Council is requested to approve the revised expenses policies for implementation from 1 April 2010.

**Background information**

None

**Resource implications**

None

**Financial implications**

Allocations to cover the payment of expenses has been incorporated into all budgets with Secretariat covering those expenses of Council and Committee members, the Fitness to Practise department covering Witnesses, the Partners department covering Partners expenses and all budgets within the organisation making a provision for employee expenses.

**Background papers**

The current expenses policies are available from the Secretariat.

**Appendices**

Draft revised expenses policies.

15 March 2010

## Expenses Policy for Council and Committee members

### INTRODUCTION

1. This policy aims to give all members general guidance on how to claim their fees and expenses whilst carrying out work on behalf of HPC.
2. Council and Committee members are expected to act honourably and sensibly within the spirit of this policy.
3. The revised policy came into effect from [insert date].
4. From time to time, the Finance and Resources Committee will make changes to the rates quoted in this policy. These changes will be notified to Council and Committee members.
5. The HPC shall reimburse members, on production of receipts satisfactory to the HPC, for all reasonable expenses actually and necessarily incurred by members in relation to their attendance at Council or Committee meetings or those events where they are representing HPC.
6. Expenses will only be paid if approved by the HPC. If members are uncertain as to whether an expense will be reimbursed, they should seek clarification from the Secretariat department before the expense is incurred.
7. The HPC's prior approval is required for significant expenses, including international travel and accommodation.
8. Members cannot claim expenses for casual attendance at the HPC's premises. However, if the attendance constitutes one of the six events or conferences that Council members are permitted to attend each year as part of their ongoing development, authorisation is required in advance.
9. Should further clarification or advice be required with regards to this policy, please contact the Secretariat or Finance departments.

### SUBMITTING EXPENSES CLAIMS

10. On appointment, Council and Committee members must choose a tax category which will determine their tax status at the HPC. No payment will be made unless this selection has been confirmed to the Finance department. (See table below)

Category	Contents	Ruling	Process
1	PAYE Council or Committee Member	HPC will account for PAYE <sup>1</sup> & NIEE <sup>2</sup> and will pay NIER <sup>3</sup> & PAYE to Her Majesty's Revenue and Customs (HMRC)	Member to submit expense claim
2	Non – PAYE Council or Committee Member	HPC will pay allowance gross (no tax deducted) direct to the Council / Committee member's nominated employer	Employer to submit invoice
3	Non – PAYE Council or Committee Member	HPC will pay allowance gross (no tax deducted) if Council / Committee member declares themselves self – employed and provides written HMRC evidence to HPC	Member to submit expense claim

11. It is the duty and responsibility of the Council and Committee members to ensure that the correct status is applied and the correct expense forms are used. The HPC takes no responsibility for the actions of Council and Committee members when submitting claims or the category they declare.
12. Members/employers should complete and submit their claim forms to the Finance Departments within four weeks of the meeting. Claim forms can be submitted electronically to [finance@hpc-uk.org](mailto:finance@hpc-uk.org) although original receipts must be submitted by post.
13. However, to speed up payment of expenses, members can submit their claim forms to the Council or Committee secretary at the conclusion of each meeting.
14. All claims submitted must be accompanied by supporting receipts, except for mileage and purchases under £5 where obtaining receipts is not required. If a receipt is misplaced, every reasonable effort should be made to obtain a replacement copy from the supplier and attached to the claim

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<sup>1</sup> Pay As You Earn (PAYE)

<sup>2</sup> National Insurance employee contributions (NIEE)

<sup>3</sup> National Insurance employer contributions (NIER)

form. If a receipt is not located, a lost receipt form should be completed and submitted with the invoice.

15. Payments of fees and reimbursement of expenses are dependant upon the category of the member. Category 1 members will be paid directly into a bank account each month and members in categories 2 and 3 have the option of either a bank transfer or a cheque, although HPC would recommend a bank transfer.
16. All expenses will be paid to Council and Committee members at face value.

### **ATTENDANCE ALLOWANCE**

17. A daily rate of £310 is payable for:-
  - attendance at Council meetings or Committee meetings;
  - meetings attended on behalf of HPC where prior approval has been given;
  - attendance at a conference or event which forms part of the member development programme, where prior approval has been given and with the maximum allowance being 6 days per year.
18. Where a Council or Committee member undertakes a role which would otherwise be undertaken by a Partner, they will be paid at the current rate paid to a Partner. The daily or case rate payable to Partners is outlined in the schedule of the Partner Agreement.

### **CO-OPERATIVE TRAVEL MANAGEMENT**

19. Travel and accommodation should be booked through HPC's preferred travel agent Co-operative Travel Management.
20. All travel should be booked at the earliest opportunity as cheaper rates can be obtained.
21. The Co-operative Travel number is: 01908 560006, e-mail address: [hpcstaff@cooperativetm.co.uk](mailto:hpcstaff@cooperativetm.co.uk) and their opening hours for bookings are from 8:30am to 5:30pm. In order to book any travel, you will be required to provide your account number which will have been conveyed to you by the relevant department at HPC together with the purpose of your travel.

### **TRAVEL AND SUBSISTENCE**

22. Reasonable rates are payable for travelling and subsistence costs to reimburse the out of pocket expenses incurred. If only a proportion of the expense is HPC-related, only the relevant pro-rata share of the expense should be claimed.

#### **Rail**

23. As a matter of course, standard class fares will be reimbursed.

However, first class travel will be reimbursed provided that:-

- The cheapest available rates are secured using the HPC nominated travel agent wherever practical;
- The rail journey exceeds one and a half hours.

Members are strongly encouraged to purchase advance and/or off peak tickets.

### **Air fares**

24. All air travel undertaken must be in standard class with the exception of journeys exceeding 5 hours, where the cost of a premium ticket (or equivalent for those carriers that do not have premium economy) will be reimbursed.

### **Tube, coach and bus fares**

25. All tube, coach and bus fares will be reimbursed as incurred. For travel within London, you are strongly encouraged to purchase an Oyster Card in order to take advantage of the cheaper fares available. HPC will refund the cost of the purchase of the card and the cost of journeys travelled. A receipt is not required although you must state clearly those journeys made when claiming.

### **Mileage allowance**

26. Mileage allowance is payable for the use of members' own cars. These are in accordance with HMRC rates, which are subject to change from time to time. The current rates are as follows:-

Cars:- 1 <sup>st</sup> 10,000 miles:	40p per mile
Additional miles:	25p per mile

Motorcycles:-	24p per mile
Cycles:-	20p per mile

27. Rates for rental cars are available upon request.

### **Taxi fares**

28. Where practicable, public transport should be used rather than taxis. Taxi fares will be reimbursed in the following circumstances:-

- where there is a time constraint and a taxi will be quicker;
- where a taxi will be cheaper than public transport or public transport is unavailable;
- if the journey has to be made before 8am or after 8pm;
- if carrying heavy luggage or HPC equipment; and
- for the disabled or those with mobility difficulties.

### **Other travelling expenses**

29. Expenses incurred in respect of tolls, parking and ferries may be claimed.

### **Hotel**

30. Expenses incurred for hotels will be reimbursed as follows:-

**Inner London:** This geographical area covers central London between London Transport Travel Zones 1 and 4. Members will be reimbursed up to £160 (inc VAT) to cover the overnight accommodation and breakfast.

**Other large Cities:** This covers Aberdeen, Belfast, Birmingham, Cardiff, Edinburgh, Glasgow, Manchester or London between London Transport Zones 4 and 6. Members will be reimbursed up to £140 (inc VAT) to cover the overnight accommodation and breakfast.

**All other Areas:** This covers anywhere in the United Kingdom. Members will be reimbursed up to £120 (inc VAT) to cover the overnight accommodation and breakfast.

31. Subsistence and accommodation costs outside the UK will be considered on a case by case basis.

### **Other accommodation**

32. Members staying with friends or relatives may claim an allowance of £30 per night.

### **Meals**

33. Reasonable expenses will be reimbursed where costs for meals have been incurred with the following maximum allowances:
- Breakfast £10 (if this has not already been covered within the hotel/breakfast allowance);
  - Lunch £10;
  - Evening Meal £25.

Where a meal is provided by the HPC, claims for alternative food purchased will not be paid.

## **CARERS**

34. A maximum daily allowance of up to £65 will be paid in respect of children and dependants. This will only be paid when the care is not normally in place for that period of time and it is required in addition to the normal contracted hours of the carer.
35. An allowance of £65 is also payable to a carer accompanying an individual to a meeting of HPC, where that individual's attendance is required.
36. Where the allowance is claimed in respect of a child, the member must be the parent of, or have daily parental responsibility for, the child in respect of whom the allowance is claimed. Payment will only be made if the childminder is registered with the appropriate agency, where appropriate, and only against a valid invoice addressed to the member.
37. Where the allowance is claimed in respect of a dependant, that dependant must permanently reside with the member. Payment will only be made against a valid invoice addressed to the Partner.
38. All claims should be made using the "Care Form".

## **USE AND ABUSE OF THE POLICY**

39. The aim of this policy is to outline to all members how expenses should be claimed in accordance with HPC processes.
40. Members are expected to act within the limits of this policy.
41. If it is found that a member abuses this policy then HPC will reserve the right to take further action.

## **REVIEW OF THE POLICY**

42. This policy will be reviewed on an annual basis by the Executive Management Team with any issues or proposed changes to be brought to the attention of the Finance and Resources Committee for discussion and approval.

## Expenses Policy for HPC Partners

### INTRODUCTION

1. This policy aims to give all partners general guidance on how to claim their fees and expenses whilst carrying out work on behalf of HPC.
2. Partners are expected to act honourably and sensibly within the spirit of this policy.
3. The revised policy came into effect from [insert date].
4. From time to time, the Finance and Resources Committee will make changes to the rates quoted in this policy. These changes will be notified to Partners.
5. The HPC shall reimburse Partners, on production of receipts satisfactory to the HPC, for all reasonable expenses actually and necessarily incurred by Partners in relation to their HPC work.
6. Expenses will only be paid if approved by the HPC. If Partners are uncertain as to whether an expense will be reimbursed, they should seek clarification from the Partner Manager before the expense is incurred.
7. The HPC's prior approval is required for significant expenses, including international travel and accommodation.
8. Should further clarification or advice be required with regards to this policy, please contact the Partner Manager or the Finance department.

### SUBMITTING EXPENSES CLAIMS

9. Partners can submit their claims for reimbursement of expenses by post to the Finance Department at the HPC. Claim forms can also be submitted electronically to [finance@hpc-uk.org](mailto:finance@hpc-uk.org) although original receipts must be submitted by post.
10. All claims should be made on the appropriate documentation, with invoice forms for daily fee claims available for each specific partner role. All additional expenses incurred whilst carrying out work on behalf of the HPC should be claimed using the Partner Expenses Claim Form.
11. All claims submitted must be accompanied by supporting receipts, except for mileage and purchases under £5 where obtaining receipts is not required. If a receipt is misplaced, every reasonable effort should be made

to obtain a replacement copy from the supplier and attached to the claim form. If a receipt is not located, a lost receipt form should be completed and submitted with the invoice.

12. Partners are asked to submit their claims directly to the Finance Department at the HPC within one calendar month in which the work is carried out for HPC.
13. Payments of fees and reimbursement of expenses can be made by two methods, either direct into a bank account on a monthly basis or by cheque. If a Partner wishes for a cheque to be raised, this will need to be made clear on the invoice submitted to the HPC.
14. No PAYE tax will be deducted or national insurance costs incurred from Partners who, in accordance with their Partner Agreement with HPC, act as self-employed contractors or employees of an external organisation who will be responsible for the payment of tax and national insurance contributions.

### **ATTENDANCE ALLOWANCE**

15. A daily rate or case rate payable to Partners is outlined in the schedule of the Partner Agreement.
16. For any work undertaken lasting 3.5 hours or less, Partners from all roles should claim a half day fee. This excludes any reading time.
17. If Fitness to Practise Panels are cancelled, the following will be reimbursed to Fitness to Practise Panel Members, Panel Chairs, and Legal Assessors,

Cancellation on day of hearing: Full Fee (attendance allowance)  
Cancellation 1 working day before: Full Fee  
Cancellation 2 working days before: ½ Fee  
Cancellation 3 working days before: ½ Fee  
Cancellation 4 working days before: ½ Fee  
Cancellation 5 working days before: ½ Fee  
Cancellation >5 working days before: No Fee

18. If Visits are cancelled, the following will be reimbursed to Visitors:

Cancellation on day of visit:	full fee
Cancellation <5 working days before:	one day fee
Cancellation 1-8 weeks before:	½ fee
Cancellation >8 weeks before:	no fee

### **CO-OPERATIVE TRAVEL MANAGEMENT**

18. Travel and accommodation should be booked through HPC's preferred travel agent Co-operative Travel Management.
19. All travel should be booked at the earliest opportunity as cheaper rates can be obtained. However, it is recommended that Fitness to Practise Partners should not book more than six weeks in advance due to possible cancellations.

20. The Co-operative Travel number is: 01908 560006, e-mail address: [hpcstaff@cooperativetm.co.uk](mailto:hpcstaff@cooperativetm.co.uk) and their opening hours for bookings are from 8:30am to 5:30pm. In order to book any travel, you will be required to provide your account number which will have been conveyed to you by the relevant department at HPC together with the purpose of your travel.

## **TRAVEL AND SUBSISTENCE**

21. Reasonable rates are payable for travelling and subsistence costs to reimburse the out of pocket expenses incurred. If only a proportion of the expense is HPC-related, only the relevant pro-rata share of the expense should be claimed.

### **Rail**

22. Standard class rail fares at the cheapest available rates will be reimbursed.

### **Air fares**

23. All air travel undertaken must be in standard class with the exception of journeys exceeding 5 hours, where the cost of a premium ticket (or equivalent for those carriers that do not have premium economy) will be reimbursed.

### **Tube, coach and bus fares**

24. All tube, coach and bus fares will be reimbursed as incurred. For travel within London, you are strongly encouraged to purchase an Oyster Card in order to take advantage of the cheaper fares available. HPC will refund the cost of the purchase of the card and the cost of journeys travelled. A receipt is not required although you must state clearly those journeys made when claiming.

### **Mileage allowance**

25. Mileage allowance is payable for the use of Partners' own cars. These are in accordance with HMRC rates, which are subject to change from time to time. The current rates are as follows:-

Cars:- 1 <sup>st</sup> 10,000 miles:	40p per mile
Additional miles:	25p per mile

Motorcycles:-	24p per mile
Cycles:-	20p per mile

26. Rates for rental cars are available upon request.

### **Taxi fares**

27. Where practicable, public transport should be used rather than taxis. Taxi fares will be reimbursed in the following circumstances:-

- where there is a time constraint and a taxi will be quicker;

- where a taxi will be cheaper than public transport or public transport is unavailable;
- if the journey has to be made before 8am or after 8pm;
- if carrying heavy luggage or HPC equipment; and
- for the disabled or those with mobility difficulties.

### **Other travelling expenses**

28. Expenses incurred in respect of tolls, parking and ferries may be claimed.

### **Hotel**

29. Expenses incurred for hotels will be reimbursed as follows:-

**Inner London:** This geographical area covers central London between London Transport Travel Zones 1 and 4. Partners will be reimbursed up to £160 (inc VAT) to cover the overnight accommodation and breakfast.

**Other large Cities:** This covers Aberdeen, Belfast, Birmingham, Cardiff, Edinburgh, Glasgow, Manchester or London between London Transport Zones 4 and 6. Partners will be reimbursed up to £140 (inc VAT) to cover the overnight accommodation and breakfast.

**All other Areas:** This covers anywhere in the United Kingdom. Partners will be reimbursed up to £120 (inc VAT) to cover the overnight accommodation and breakfast.

30. Subsistence and accommodation costs outside the UK will be considered on a case by case basis.

### **Other accommodation**

31. Partners staying with friends or relatives may claim an allowance of £30 per night.

### **Meals**

32. Reasonable expenses will be reimbursed where costs for meals have been incurred with the following maximum allowances:
- Breakfast £10 (if this has not already been covered within the hotel/breakfast allowance);
  - Lunch £10;
  - Evening Meal £25.

Where a meal is provided by the HPC, claims for alternative food purchased will not be paid.

## **CARERS**

33. A maximum daily allowance of up to £65 will be paid in respect of children and dependants. This will only be paid when the care is not normally in place for that period of time and it is required in addition to the normal contracted hours of the carer.
34. Where the allowance is claimed in respect of a child, the Partner must be the parent of, or have daily parental responsibility for, the child in respect of whom the allowance is claimed. Payment will only be made if the childminder is registered with the appropriate agency, where appropriate and only against a valid invoice addressed to the Partner
35. Where the allowance is claimed in respect of a dependant, that dependant must permanently reside with the Partner. Payment will only be made against a valid invoice addressed to the Partner.
36. An allowance of £65 is also payable to a carer accompanying an individual to a meeting of HPC, where that individual's attendance is required.
37. All claims should be made using the "Care Form".

## **USE AND ABUSE OF THE POLICY**

38. The aim of this policy is to outline to all Partners how expenses should be claimed in accordance with HPC processes.
39. Partners are expected to act within the limits of this policy.
40. If it is found that a Partner abuses this policy then HPC will reserve the right to take further action.

## **REVIEW OF THE POLICY**

41. This policy will be reviewed on an annual basis by the Executive Management Team with any issues or proposed changes to be brought to the attention of the Finance and Resources Committee for discussion and approval.

## Expenses Policy for Employees

### INTRODUCTION

1. This policy aims to give all employees general guidance on how to claim expenses whilst carrying out work on behalf of HPC.
2. Employees are expected to act honourably and sensibly within the spirit of this policy.
3. The revised policy came into effect from [insert date].
4. From time to time, the Finance and Resources Committee will make changes to the rates quoted in this policy. These changes will be notified to Employees via the HR info system.
5. The HPC shall reimburse employees, on production of receipts satisfactory to the HPC, for all reasonable expenses actually and necessarily incurred by employees in relation to their attendance at meetings or events where they are representing HPC.
6. Expenses will only be paid if approved by the HPC. If employees are uncertain as to whether an expense will be reimbursed, they should seek clarification from their line manager before the expense is incurred.
7. The HPC's prior approval is required for significant expenses, including international travel and accommodation.
8. Should further clarification or advice be required with regards to this policy, please contact your line manager or the Finance department.

### SUBMITTING EXPENSES CLAIMS

9. Employee expense claims, authorised by the relevant budget-holder with supporting tax receipts, should be submitted as soon as the expense is incurred. Full details must be made on the claim form provided for the purpose which can be found on the intranet.
10. All claims submitted must be accompanied by supporting receipts, except for mileage and purchases under £5 where obtaining receipts is not required. If a receipt is misplaced, every reasonable effort should be made to obtain a replacement copy from the supplier and attached to the claim form. If a receipt is not located, a lost receipt form should be completed and submitted with the invoice.

11. Payments of expenses will be made into employees' bank accounts. Payments will not be made by manual cheque, unless there are exceptional circumstances. Expenses forms should be submitted to the Finance Department by close of play on a Tuesday for payment to be credited to your account on the Friday that same week.
12. Employees are asked to submit their claims within one calendar month of the expense having been incurred.

### **CO-OPERATIVE TRAVEL MANAGEMENT**

13. Travel and accommodation should be booked through HPC's preferred travel agent Co-operative Travel Management.
14. All travel should be booked at the earliest opportunity as cheaper rates can be obtained.
15. The Co-operative Travel number is: 01908 560006, e-mail address: [hpcstaff@cooperativetm.co.uk](mailto:hpcstaff@cooperativetm.co.uk) and their opening hours for bookings are from 8:30am to 5:30pm. In order to book any travel, you will be required to provide your account number which will have been conveyed to you by the relevant department at HPC together with the purpose of your travel.

### **TRAVEL AND SUBSISTENCE**

16. Reasonable rates are payable for travelling and subsistence costs to reimburse the out of pocket expenses incurred. If only a proportion of the expense is HPC-related, only the relevant pro-rata share of the expense should be claimed.

#### **Rail**

17. Standard class rail fares at the cheapest available rates will be reimbursed.

#### **Air fares**

18. All air travel undertaken must be in standard class with the exception of journeys exceeding 5 hours, where the cost of a premium ticket (or equivalent for those carriers that do not have premium economy) will be reimbursed.

#### **Tube, coach and bus fares**

19. All tube, coach and bus fares will be reimbursed as incurred with the exception of those fares incurred in getting to and from your place of work during a normal working day. Those employees travelling within London are encouraged to purchase an Oyster Card in order to take advantage of the cheaper fares available. A receipt is not required although you must state clearly those journeys made when claiming.

## Mileage allowance

20. Mileage allowance is payable for the use of employees' own cars. These are in accordance with HMRC rates, which are subject to change from time to time. The current rates are as follows:-

Cars:- 1<sup>st</sup> 10,000 miles: 40p per mile  
Additional miles: 25p per mile

Motorcycles:- 24p per mile  
Cycles:- 20p per mile

21. Rates for rental cars are available upon request.

## Taxi fares

22. Where practicable, public transport should be used rather than taxis. Taxi fares will be reimbursed in the following circumstances:-

- where there is a time constraint and a taxi will be quicker;
- where a taxi will be cheaper than public transport or public transport is unavailable;
- if the journey has to be made before 8am or after 8pm;
- if carrying heavy luggage or HPC equipment; and
- for the disabled or those with mobility difficulties.

23. Where possible, taxi bookings should be made using the HPC accounts held with Addison Lee or Comcab.

## Other travelling expenses

24. Expenses incurred in respect of tolls, parking and ferries may be claimed.

## Hotel

25. Expenses incurred for hotels will be reimbursed as follows:-

**Inner London:** This geographical area covers central London between London Transport Travel Zones 1 and 4. Employees will be reimbursed up to £160 (inc VAT) to cover the overnight accommodation and breakfast.

**Other large Cities:** This covers Aberdeen, Belfast, Birmingham, Cardiff, Edinburgh, Glasgow, Manchester or London between London Transport Zones 4 and 6. Employees will be reimbursed up to £140 (inc VAT) to cover the overnight accommodation and breakfast.

**All other Areas:** This covers anywhere in the United Kingdom. employees will be reimbursed up to £120 (inc VAT) to cover the overnight accommodation and breakfast.

26. Subsistence and accommodation costs outside the UK will be considered on a case by case basis.

### **Other accommodation**

27. Employees staying with friends or relatives may claim an allowance of £30 per night.

### **Meals**

28. Reasonable expenses will be reimbursed where costs for meals have been incurred with the following maximum allowances:
  - Breakfast £10 (if this has not already been covered within the hotel/breakfast allowance);
  - Lunch £10;
  - Evening Meal £25;
  - Drinks and snacks purchased throughout the day will be reimbursed as appropriate.

Where a meal is provided by the HPC, claims for alternative food purchased will not be paid.

## **CARERS**

29. A maximum daily allowance of up to £65 will be paid in respect of children and dependants. This will only be paid when the care is not normally in place for that period of time and it is required in addition to the normal contracted hours of the carer.
30. Where the allowance is claimed in respect of a child, the employee must be the parent of, or have daily parental responsibility for, the child in respect of whom the allowance is claimed. Payment will only be made if the childminder is registered with the appropriate agency, where appropriate, and only against a valid invoice addressed to the employee.
31. Where the allowance is claimed in respect of a dependant, that dependant must permanently reside with the employee. Payment will only be made against a valid invoice addressed to the employee of HPC.
32. All claims should be made using the "Care Form" and.

## **USE AND ABUSE OF THE POLICY**

33. The aim of this policy is to outline to all employees how expenses should be claimed in accordance with HPC processes.
34. Employees are expected to act within the limits of this policy.
35. If it is found that an employee abuses this policy then HPC will reserve the right to take further action.

## **REVIEW OF THE POLICY**

36. This policy will be reviewed on an annual basis by the Executive Management Team with any issues or proposed changes to be brought to the attention of the Finance and Resources Committee for discussion and approval.

## Expenses Policy for Witnesses

### INTRODUCTION

1. This document explains how to claim your expenses when you have acted as a witness for the Health Professions Council.
2. Expenses claims should only be made where the expenses were actually and necessarily incurred.

### SUBMITTING EXPENSES CLAIMS

3. Witnesses are asked to submit their expenses to the Fitness to Practise Department of HPC as soon as possible after the date they gave evidence or, in the case of expert witnesses or assessors, the date they provided a report.
4. Details of the expenses incurred should be indicated on the expense calculation form.
5. Payments will be made by cheque upon receipt of the claim and relevant receipts.
6. Receipts are required to substantiate claims and should be attached to the claim form provided. Receipts are not required for those items under £5. If a witness misplaces a receipt, then reasonable effort should be made to obtain a replacement copy from the supplier. If this is not possible, the lost receipt form should be used.

### LOSS OF EARNINGS

7. If you are likely to incur any loss of earnings as a result of attending and HPC hearing as a witness, please provide details of those potential losses in advance of the hearing to HPC's Head of Adjudication.

### TRAVEL AND SUBSISTENCE

8. Wherever possible, travel and hotels should be booked through the Fitness to Practise Administration Team. Further information on this is provided in the witnesses' brochure. However, you may find the following information useful:-

#### **Rail**

9. Standard class rail fares at the cheapest available rates will be reimbursed.

### **Air fares**

10. All air travel undertaken must be in standard class with the exception of journeys exceeding 5 hours, where the cost of a premium ticket (or equivalent for those carriers that do not have premium economy) will be reimbursed.

### **Tube, coach and bus fares**

11. All tube, coach and bus fares will be reimbursed as incurred.

### **Mileage allowance**

12. Mileage allowance is payable for the use of witness' own cars. These are in accordance with HMRC rates, which are subject to change from time to time. The current rates are as follows:-

Cars:- 1<sup>st</sup> 10,000 miles: 40p per mile  
Additional miles: 25p per mile

Motorcycles:- 24p per mile  
Cycles:- 20p per mile

13. Rates for rental cars are available upon request.

### **Taxi fares**

14. Where practicable, public transport should be used rather than taxis. Taxi fares will be reimbursed in the following circumstances:-

- where there is a time constraint and a taxi will be quicker;
- where a taxi will be cheaper than public transport or public transport is unavailable;
- if the journey has to be made before 8am or after 8pm;
- if carrying heavy luggage or HPC equipment; and
- for the disabled or those with mobility difficulties.

### **Other travelling expenses**

15. Expenses incurred in respect of tolls, parking and ferries may be claimed.

### **Hotel**

16. If witnesses are required to stay overnight, the following expenses incurred for hotels will be reimbursed as follows:-

**Inner London:** This geographical area covers central London between London Transport Travel Zones 1 and 4. Witnesses

will be reimbursed up to £160 (inc VAT) to cover the overnight accommodation and breakfast.

**Other large Cities:** This covers Aberdeen, Belfast, Birmingham, Cardiff, Edinburgh, Glasgow, Manchester or London between London Transport Zones 4 and 6. Witnesses will be reimbursed up to £140 (inc VAT) to cover the overnight accommodation and breakfast.

17. Subsistence and accommodation costs outside the UK will be considered on a case by case basis.

#### **Other accommodation**

18. Witnesses staying with friends or relatives may claim an allowance of £30 per night.

#### **Meals**

19. Reasonable expenses will be reimbursed where costs for meals have been incurred with the following maximum allowances:
  - Breakfast £10 (if this has not already been covered within the hotel/breakfast allowance);
  - Lunch £10;
  - Evening Meal £25.

Where a meal is provided by the HPC, claims for alternative food purchased will not be paid.

#### **CARERS**

20. A maximum daily allowance of up to £65 will be paid in respect of children and dependants. This will only be paid when the care is not normally in place for that period of time and it is required in addition to the normal contracted hours of the carer.
21. All claims should be made using the "Care Form" and payment will only be made against a valid invoice addressed to the witness. In addition, where appropriate, childminders must be registered with the appropriate agency.

#### **CONCLUSION**

22. Further advice and guidance is available from the Fitness to Practise Department.