

Finance and Resources Committee – 21 June 2011

Expenses Policies

Executive summary and recommendations

Introduction

Decision

The Committee is requested to review and recommend the document to Council for approval.

Background information

The following expenses policies have been reviewed and are attached as appendices:

- Employees
- Council and Committee members
- HPC Partners
- Witnesses

With regards to general changes, the policies have, where possible used the same layout and phases to ensure consistency. There have been some minor narrative amendments following suggestions from Mazars, our tax advisors. Due to the volume of small changes the changes tracking function has not been used.

However, your attention should be drawn to the following aspects which have been updated in the policies:

- Increase in mileage rate for the use a car up to 10,000 miles from 40p to 45p.
- Addition of specific policy for use of late night taxis from HPC offices to home.
- Simplification of hotel rates.
- Addition of narrative guide for when meals may be claimed, including incidental costs.
- Removal of £30 overnight allowance when staying with friends and family.

The above items have been modified, after taking advice from Mazars, following changes brought in by HM Revenue and Customs.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2009-05-21	a	F&R	PPR	Annual Accountspaper	Draft	Public
					DD: None	RD: None

It is proposed to introduce the new policies from 1 September 2011 to allow time to communicated changes to the groups affected. This process with be facilitated with the help of the Communications department.

Financial implications

There is not expected to be a significant change to the financial requirements to meet these changes.

Appendices

- Appendix One – Expenses policy for Employees
- Appendix Two – Expenses policy for Council and Committee members
- Appendix Three – Expenses policy for HPC Partners
- Appendix Four – Expenses policy for Witnesses

Date of paper

13 June 2011

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 **1 XXX 2011**.
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 VAT 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. Credit card receipts are not accepted.
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. All travel should be booked at the earliest opportunity as cheaper rates can be obtained.
14. Booking through Co-Operative should be made on-line, where possible, via the link below. Where you can also request password for the online systems.

<http://www.co-operativetm.co.uk/welcome-zone/Health-Professions-Council/>
15. To make bookings by telephone, Co-operative's Travel number is: 01908 560006, e-mail address: hpcstaff@cooperativetm.co.uk and their opening hours for bookings are from 8:30am to 5:30pm.
16. 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

17. 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

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

Air Fares

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

Tube, coach and bus fares

20. 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

21. 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 (updated 2011/12) are as follows:-

Cars:- 1st 10,000 miles: 45p per mile
Additional miles: 25p per mile

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

22. Rates for rental cars are available upon request.

Taxi Fares

23. 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.

Please state circumstances for using a taxi on the claim.

Late night Taxis from HPC offices to home

24. Where there is a requirement to work until at least 9pm, which does not form part of the normal work pattern, a journey from HPC offices to home may be claimed providing that it would not be reasonable to expect the use of public transport.

Other travelling expenses

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

Hotel

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

Inner London: This geographical area covers central London with the M25. 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 . 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.

European cities : This covers main cities within Europe including Brussels. Paris and Amsterdam. Employees will be reimbursed up to €200 (inc VAT) to cover overnight accommodation and breakfast.

Meals

27. 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;

As a guide breakfast can normally be claimed when leaving home before 8am and an evening meal can be claimed when arriving home after 8pm, when not staying in overnight accommodation. Lunch can normally only be claimed when the employee is out of the office for more than 4 hours during the working day.

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

Incidentals incurred though the course of a day can be claimed up to a value of £5, to cover the costs of non-alcoholic drinks and snacks.

CARERS

28. 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.
29. 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 child-minder is registered with the appropriate agency, where appropriate, and only against a valid invoice addressed to the employee.
30. 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.

31. All claims should be made using the "Care Form" and.

USE AND ABUSE OF THE POLICY

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

REVIEW OF THE POLICY

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

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 **1 XXX 2011**.
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 VAT 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. Credit card receipts will not be accepted.
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 can only make a claim for attendance fees (other than for Council and Committee meetings) when that attendance has been authorised by the Chief Executive. This includes claims for the six events or conferences that Council members are permitted to attend each year as part of their ongoing development.
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 ¹ & NIEE ² and will pay NIER ³ & 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 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

¹ Pay As You Earn (PAYE)

² National Insurance employee contributions (NIEE)

³ National Insurance employer contributions (NIER)

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.

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 least 2 weeks in advance of any meeting.
18. Booking through Co-Operative should be made on-line, were possible via the link below. Where you can also request password for the online systems.

<http://www.co-operativetm.co.uk/welcome-zone/Health-Professions-Council/>

To make bookings by telephone, Co-operative's Travel number is: 01908 560006, e-mail address: hpcstaff@cooperativetm.co.uk and their opening hours for bookings are from 8:30am to 5:30pm.

21. 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

23. 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.

Train

24. As a matter of course, standard class fares will be reimbursed. However, first class travel will be reimbursed if it is the cheapest available and the rate are secured using Co-operative Travel. Members are strongly encouraged to purchase advance and/or off peak tickets and tickets must be booked two weeks in advance of any meeting.

Air

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

Tube, coach and bus fares

26. 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

27. 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 (updated 2011/12) are as follows:-

Cars:- 1 st 10,000 miles:	45p per mile
Additional miles:	25p per mile

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

28. Rates for rental cars are available upon request.

Taxi fares

29. 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 a journey has to be made before 8am or after 9pm;
 - if carrying heavy luggage or HPC equipment; and
 - for the disabled or those with mobility difficulties:

Please state circumstances for using a taxi on the claim form.

Late night taxis from HPC offices to home

30. Where there is a requirement to work until at least 9pm, which does not form part of the normal work pattern, a journey from HPC offices to home may be claimed providing that it would not be reasonable to expect the use of public transport.

Other travelling expenses

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

Hotel

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

Inner London: This geographical area covers central London within the M25. 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 and Manchester. 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.

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

Meals

34. 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.

Breakfast can be claimed when leaving home before 6am and an evening meal can be claimed when arriving home after 8pm, when not staying in overnight accommodation.

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

Incidentals incurred though the course of a day can be claimed up to a value of £5, to cover the costs of non-alcoholic drinks and snacks.

CARERS

35. 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.
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. 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.
38. 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.
39. All claims should be made using the "Care Form".

USE AND ABUSE OF THE POLICY

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

REVIEW OF THE POLICY

43. 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 recommendation to Council for 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 **1 XXX 2011**.
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 VAT receipts satisfactory to the HPC, for all reasonable expenses actually and necessarily incurred by Partners in relation to their HPC work. Credit card receipts will not be accepted.
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 although original receipts must be submitted by post.
10. All claims should be made on the appropriate documentation, detailing the fee claimed and any additional expenses. An example daily fee claim and expenses claim forms are attached to this policy.
11. All claims submitted must be accompanied by supporting receipts, except 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. Payments of fees and reimbursement of expenses are preferred to be paid direct into a bank account on a monthly basis. A payment by cheque would need to be requested to HPC.
13. 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

14. A daily rate or case rate payable to Partners is outlined in the schedule of the Partner Agreement.
15. 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.
16. 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

17. 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. 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.
19. Booking through Co-Operative can be made on-line via the link below. Where you can also request password for the online systems.

<http://www.co-operativetm.co.uk/welcome-zone/Health-Professions-Council/>

20. To make bookings by telephone, Co-operative's Travel number is: 01908 560006, e-mail address: hpcstaff@cooperativetm.co.uk and their opening hours for bookings are from 8:30am to 5:30pm.
21. 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. Standard class rail fares at the cheapest available rates will be reimbursed.

Air fares

24. All air travel undertaken must be in standard class with the exception of journeys with flight time exceeding 5 hours, where the cost of a premium economy 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 Partners' own cars. These are in accordance with HMRC rates, which are subject to change from time to time. The current rates (updated 2011/12) are as follows:-

Cars:- 1st 10,000 miles: 45p 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:

Please state circumstances for using a taxi on the claim form.

Late night Taxis from HPC offices to home

29. Where there is a requirement to work until at least 9pm, which does not form part of the normal working pattern, a journey from HPC offices to home may be claimed, providing that it would not be reasonable to expect to use of public transport.

Other travelling expenses

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

Hotel

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

Inner London: This geographical area covers central London within the M25.. 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 and Manchester . 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.

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

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.

Breakfast can be claimed when leaving home before 6am and an evening meal can be claimed when arriving home after 8pm, when not staying in overnight accommodation.

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

Incidentals incurred though the course of a day can be claimed up to a value of £5, to cover the costs of non-alcoholic drinks and snacks.

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

This policy will be reviewed on an annual basis by the Executive Management Team with any issues or proposed changes will be brought to the attention of the Finance and Resources Committee for discussion and recommendation to Council for 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 and are only payable to those who have incurred the expense. Payments cannot be made to third parties.

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 all expenses incurred should be indicated on the expense calculation form.
5. Payments are preferred to be paid directly into bank accounts, or will otherwise be made by cheque upon receipt of the claim and relevant receipts.
6. Fully itemised receipts are required to substantiate claims and should be attached to the claim form provided. **Credit card receipts are not an acceptable proof of purchase.** 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. You will need to fill in a travel and accommodation request form, attached as an annex to this document. Please return forms as soon as possible to: ftp@hpc-uk.org

Travel and subsistence rates are as follows:

Rail

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

Air fares

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

Tube, coach and bus fares

10. All tube, coach and bus fares are covered.

Mileage allowance

11. Mileage allowance is payable for the use of witness' own cars if no alternative travel is available. These are in accordance with HMRC rates, which are subject to change from time to time. The current rates are as follows:-

Cars:- 1 st 10,000 miles:	45p per mile
Additional miles:	25p per mile

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

12. Rates for rental cars are available upon request.

Taxi fares

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

- 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:

Please detail on your expense form any reason why you have travelled by taxi. The circumstances above are the only time when taxi use is acceptable.

Other travelling expenses

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

Hotel

15. 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 within the M25. Rates of up to £160 (inc VAT) to cover the overnight accommodation and breakfast will be booked.

Other large cities: this covers Aberdeen, Belfast, Birmingham, Cardiff, Edinburgh, Glasgow, Manchester. Rates of up to £140 (inc VAT) to cover the overnight accommodation and breakfast will be booked.

Other: rates of up to £120 (inc VAT) to cover the overnight accommodation and breakfast will be booked.

Most accommodation bookings are made with an allowance for breakfast and an evening meal in the hotel.

Meals

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

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

17. Incidentals incurred though the course of a day can be claimed up to a value of £5, to cover the costs of non-alcoholic drinks and snacks.

CARERS

18. 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.
19. 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, child-minders must be registered with the appropriate agency.

CONCLUSION

20. Further advice and guidance is available from the Fitness to Practise Administration Team. Please submit any travel and accommodation requests as soon as possible to ensure you receive tickets in time for the hearing.

Contact by:

Email: ftp@hpc-uk.org

Telephone Direct dial: 020 7840 9814

Address: FTP Administration Team
Park House
184 Kennington Park Road
London
SE11 4BU

Appendixes:

Witness expense claim form

Witness travel and accommodation booking form