



Guidance on claiming expenses for inquiry meetings and hearings

The Inquiries Act and Rules allow for the reasonable costs of attending Inquiry meetings or public hearings to be refunded and this statement provides guidance for people infected and/or affected who claim expenses for this.

Accessibility, safety, punctuality, travel time and reliability will be considered by the Inquiry Team when deciding claims for travel and other expenses.

The rules for claiming expenses

The most important rule is that all expenses, such as for travel and accommodation, must be supported by receipts. It would be very helpful if any claims could be submitted within one month of attending a public hearing or meeting. People attending events where there is not a registration process are expected to tell the Inquiry Team they intend to claim expenses.

The conditions and rates in this statement have been set, where possible, in line with the practice of public bodies.

Please note, it will not be possible to refund your expenses before any meeting takes place.

Travel expenses

- Claims for travel expenses must include tickets that clearly show the date of travel, the details of where someone has travelled to and from, and the price.
- The cost of journeys by rail or coach can only be reimbursed at a standard rate or economy fare. Where possible tickets should be booked in good time so that cheaper fares are secured.
- Prior agreement must be obtained for the cost of car journeys over 50 miles but no receipts will be required for this refund. Car and motorcycle mileage would be reimbursed at 31.4p per mile. The cost of journeys by car of less than 5 miles will not normally be reimbursed.
- Prior agreement should be obtained for parking charges expected to cost over £10. All other parking expenses can be refunded.
- Rail, tube and bus services should be used for journeys in London and other cities where this is more convenient, quicker and cost-effective.
- For people with mobility difficulties, taxis may be more appropriate than other forms of public transport. Prior approval should be obtained from the Inquiry Team.
- The cost of journeys by air in the UK will be reimbursed for economy class travel only. Costs of travel from outside the UK will not be reimbursed.
- For travel to and from London airports, the London Underground, the Heathrow, Gatwick and Stansted express services, Thameslink (for Luton or Gatwick) or the Docklands Light Railway should normally be used at standard class.

Companion's expenses

If someone requires a companion to accompany them (such as a carer or family member) to a hearing or an event, this person's travel costs may be reimbursed by the Inquiry. In such cases, individuals must obtain approval from the Inquiry Team in advance.

Accommodation

Prior written agreement by email must be obtained from the Inquiry Team for the reimbursement of an overnight stay. People infected and/or affected attending a public hearing or Inquiry meeting will be reimbursed for an overnight stay if they could not reasonably get to the event for its start or return home on the same day.

The following maximum rates will normally apply to claims:

Hotel (bed and breakfast rate)/Self-catering accommodation

£130 – London (for a double, twin or single occupancy room)

£100 – Elsewhere (for a double, twin or single occupancy room)

Claimants sharing a room can only be reimbursed at the maximum allowable amount per night per room (e.g. a couple, or two or more people sharing a room, can only be reimbursed up to £130 or £100 depending on location).

Loss of earnings

Witnesses who are attending a public hearing to give oral evidence and would otherwise suffer a loss of salary or wages (other than casual overtime earnings) may claim the amount of such loss with the prior written agreement of the Inquiry Team within the following limits (based on those for jury service) in any period of 24 hours:

- for a period of up to 4 hours: £32.47
- for a period of over 4 hours: £64.95

Childcare costs

Witnesses who are attending a public hearing to give oral evidence, may claim for the reasonable cost of additional childcare required to allow them to do so, if not covered by any employer childcare scheme. Prior written agreement must be obtained from the Inquiry Team. As with all other expenses, receipts will need to be provided.

Claiming expenses

Where you need to obtain prior agreement, you must ensure that you receive a written response from the Inquiry and submit this response with your expense claim. Expense claims which do not include that response are unlikely to be refunded.

To obtain prior agreement, or request/submit an expense claim form, please contact us by email at finance@infectedbloodinquiry.org.uk. If you can complete and return your claim form online the Inquiry Team is likely to be able to process this more quickly and accurately.

Receipts are required to support all submitted claims.

If it is not possible to complete the form, please call the following number or write to the following address:

Telephone Number: 0808 169 1377

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