

Expenses Guidance

Claiming expenses for Inquiry hearings

The Inquiries Act and Rules allow for the reasonable costs of attending Inquiry hearings to be refunded.

The Inquiry secretariat team will consider reasonable costs, travelling distance and individual circumstances when deciding claims for travel and other expenses.

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

Booking your own travel

The Inquiry will refund train, coach or air travel at standard or economy class only.

Please note that it will not be possible to refund your expenses before any Inquiry hearing takes place, unless there are exceptional circumstances. If you feel your circumstances should be taken into account in this instance please contact the Inquiry before making a booking.

If there is a reason why you are unable to book your own travel please contact the Inquiry.

Travel expenses

All expense claims must be supported by receipts for each individual expense other than mileage claims. It would be very helpful if any claims could be submitted within one month of attending an Inquiry event.

Claims for travel expenses must include tickets that clearly show the date of travel, where travelled to and from, and the price.

For claims made by email a photo of the receipt must be attached.

Tickets should be booked as soon as confirmation of the hearing is received from the Inquiry so that less expensive fares are secured.

Rail, tube and bus services should be used for journeys in London and other cities where this is more convenient, quicker and cost-effective.

Taxis may be more appropriate than other forms of public transport in some circumstances but if your journey is longer than 20 miles you must contact the Inquiry to obtain prior approval.

Car and motorcycle mileage will be reimbursed at 32p per mile. Rail, tube and bus services should be used for journeys in London and other cities where this is more convenient, quicker and cost-effective.

Accommodation

As a general rule, overnight accommodation can only be reimbursed for someone attending an Inquiry hearing if they live 2 hours or more from the hearing venue.

The following maximum rates per room apply to claims for hotel (bed and breakfast rate) / self-catering accommodation: £162+VAT London (for a double, twin or single occupancy room)

People sharing a room can only be reimbursed at the maximum allowable amount per night per room (different nightly rates can be averaged as long as the total does not exceed the maximum nightly rate).

Other costs

If you have incurred costs which are not covered in this guidance, please contact expenses@infectedbloodinquiry.org.uk. The team will review the claim and will notify you if costs will be paid.

How to claim expenses

Where you need to obtain prior agreement please ensure that you receive a written response from the Inquiry. To obtain prior agreement, or request/submit an expense form, please email expenses@infectedbloodinquiry.org.uk. If you complete and return your claim form online which you can do [here](#) the finance team is likely to be able to process this more quickly. If it is not possible to complete the form please feel free to email or phone the team on 0800 4700 427.

Payment of expenses

Provided all information submitted is correct, payment of your expenses will be made via BACS with reference CO within three weeks.