

# Expenses Guidance

## Claiming expenses for Inquiry events

The Inquiries Act and Rules allow for the reasonable costs of attending an Inquiry event 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 guidance in this statement has been set, where possible, in line with the practice of public bodies.

**Where you need to obtain prior agreement please ensure that you receive a written response from the Inquiry for this event.**

## Booking your own travel

The Inquiry will refund train, coach or air travel at standard or economy class only (you must obtain approval from the Inquiry prior to booking should there be health grounds for not using standard or economy).

Please note that it will not be possible to refund your expenses before an Inquiry event 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.

## Receipts

All expense claims must be supported by receipts for each individual expense other than mileage claims.

For any other incidental travel expenses you can make a further claim after the event or see the expenses team at the event. This should be done within one month of attending the 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.

## Travel expenses

Tickets should be booked as soon as confirmation of the event 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 but if your journey is longer than 20 miles you must obtain prior approval.

Car and motorcycle mileage will be reimbursed at 32p per mile.

## Accommodation

Accommodation for the night of 19 May will only be reimbursed for participants attending on the morning of 20 May to view the report online under a Restriction Order, prior to Sir Brian's remarks and the Reflections. Accommodation following the event will only be reimbursed where it would not be reasonable to make the journey home that day, and prior approval must be obtained from the Inquiry.

The following maximum rates per room apply to claims for hotel (bed and breakfast rate) / self-catering accommodation: **£194.40 (£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](mailto:expenses@infectedbloodinquiry.org.uk). The team will review the claim and will notify you if the costs will be paid.

### Eligibility

Expenses will only be refunded to those who pre-register, have a confirmed place and check-in with the Inquiry team on the day.

### How to claim expenses

To obtain prior agreement, or request/submit an expense form, please email [expenses@infectedbloodinquiry.org.uk](mailto: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 should be made by BACS with reference CO within four weeks.