

Guidance for claiming expenses for duties performed with or on behalf of the Healthcare Quality Improvement Partnership (HQIP) for persons not employed by HQIP.

The accompanying form is only to be used when claiming expenses for meetings attended at the invitation of HQIP which are not funded by another source, such as another employer for the conduct of normal job roles. The types of expenditure which can be claimed for are outlined below, along with guidance on completing the form. If you have any queries on claiming this expenditure please contact HQIP on **020 7469 2500** or email communications@hqip.org.uk. Expenses should be proportionate and realistic, and receipted wherever possible. If you have queries before an event about what HQIP will pay for, please check in advance, as items which do not fit within this policy will not be funded.

General guidance

- HQIP will make clear before any event whether attendees are eligible for claiming expenses. Claims will only usually be valid when claimants are attending a HQIP meeting and they have volunteered or been invited by HQIP to share their expertise, and their employer will not be paying their costs, or they are self-employed.
- Wherever possible receipts or tickets must be attached to the form and the 'Receipts attached' box ticked and/or any additional comments inserted.
- If you run out of space on the form, please continue on a separate sheet, clearly marking the additional page and attaching it securely to the front sheet.
- All claims, except for mileage and overnight allowances, should be supported by receipts. If a receipt is lost, this should be noted on the claim form in the 'receipts attached' column. The Company reserves the right to request further information in such circumstances before payment is made.
- Expenses may not be claimed later than six (6) months after they have been incurred.

Types of expenditure which can be claimed

Travel

- Rail
 - HQIP will only cover the cost of standard-class travel unless the purchase of a first-class ticket has been agreed with HQIP prior to the booking being made, or a first-class fare is cheaper

- HQIP will reimburse the claimant for the full cost of a return ticket to the meeting or other place of work
 - HQIP encourages the purchase of advance, off-peak or discounted tickets where possible
 - HQIP will not be liable for any invalid tickets which were purchased by the claimant unless HQIP directed those tickets to be bought
 - Where meetings have been cancelled by HQIP and the claimant is unable to receive a full or partial refund from the rail operator, HQIP will cover the cost of any loss made by the claimant in purchasing the ticket.
- **Bus/Coach travel**
 - HQIP will cover the cost of coach journey(s) made to and from meetings or other places of work. For other regulations and guidance, please see the 'Rail' travel section
- **Local transport, including London Underground, Over ground, bus and DLR services**
 - Taxis should only be used where there is no suitable public transport /or there are accessibility reasons/there is a group travelling and the taxi may be cheaper
 - HQIP will cover essential travel on local transport to and from meeting venues/places of work
 - This includes up to £4 for each single journey on the London Underground, to a maximum of £8 for a return journey. If using paper tickets, the tickets must be attached to the claim form. If using Oyster, please write 'Oyster' in the 'Receipts attached column.'
- **Air travel**
 - HQIP will only cover the cost of air travel under the following circumstances:
 - The claimant is travelling to or from outside England
 - Time does not allow another form of travel
 - Air travel is cheaper than reasonable alternatives (rail, bus, car etc).
- **Car hire**
 - Where car hire is more appropriate than the use of public transport, as it is either quicker or cheaper, HQIP will cover the cost of the hire and the fuel. HQIP will not cover the cost of car hire in other circumstances.
- **Taxis**
 - HQIP will cover the cost of short taxi journeys from stations/airports to meeting venues when aligned with the criteria above. A receipt must be included with the claim form.

Holland House, 4 Bury Street
London EC3A 5AW

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- Personal travel, including mileage claims
 - HQIP encourages the use of public transport where possible, but where the use of a car is quicker, cheaper or more convenient for the claimant, mileage will be covered a cost of 40p per mile, in line with HMRC guidelines.
Please retain receipts for any petrol purchased during journeys made to HQIP meetings.
- Parking
 - Parking near to venues and stations will be covered. Unless essential, overnight parking will not be covered.

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Hotel Accommodation

- When an HQIP meeting extends over two days, begins before 10am or finishes after 5pm, it may be possible to claim for overnight accommodation on a bed, dinner and breakfast basis. It may also be possible if:
 - The journey to the meeting from your place of work would take more than 2 hours and/or mean your return to your location of work would be after 5.30pm or your departure would be before 7.00am.
- Your claim for each night(s) accommodation must be no more than £90 per night.
- Incidental expenses of £5.00 per night are claimable for overnight stays. This is in addition to meal allowances and does not need to be supported by receipts.

Subsistence

- HQIP will cover:
 - Up to £15 for breakfast if departure is before 7am
 - Up to £20 for an evening meal;
 - And up to £5 for other refreshments for each day you are required to perform duties on behalf of HQIP.
- HQIP will not cover the cost of alcoholic drinks.
- Any claim must be receipted

Miscellaneous

- HQIP will not normally cover claims outside of the above categories, but in exceptional circumstances it may be possible to claim for consumables or other expenditure which is

essential to the completion of your duties in association with HQIP. Please list these items under 'Miscellaneous' and give details, e.g 'consumables.'

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Completing the form

- The claim form can be completed electronically in Excel format, but must be submitted in hard copy to allow the inclusion of your signature. Photocopies, faxed forms or electronic forms will not be accepted. However, please take a photocopy of the form for your records, before you submit it.
- Please post completed forms with attached documentation to:

Finance Team
Healthcare Quality Improvement Partnership
Holland House
4 Bury Street
London
EC3A 5AW

- Once your form has been received, you will receive payment within 28 days. Payment will be made by BACS transfer to the account you have included on the form. **Please check these details carefully before submitting your form as HQIP is not liable for any monies not received by claimants when details listed on the form are incorrect.**