

Finance and Resources Committee – 30 July 2009

Witness Expense Policy

Executive summary and recommendations

**Introduction**

The witness expense policy was last reviewed and considered by the Committee in 2004. The executive has undertaken a review of the policy to ensure it matches the rates provided for in other HPC expense policies.

**Decision**

The Committee is asked to approve the attached witness expense policy.

**Background information**

The executive has also reviewed the information that is available for witnesses and the new witness brochure will be published shortly. This will provide a link to the expense policy.

**Resource implications**

None

**Financial implications**

Accounted for in 2009-2010 Fitness to Practise budget

**Appendices**

Witness Expense Policy

**Date of paper**

20 July 2009

## **EXPENSES POLICY FOR WITNESSES**

### **1 INTRODUCTION**

- 1.1 This document explains how to claim your expenses when you have acted as a witness for the Health Professions Council (HPC).
- 1.2 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 they provided a report. Late submission may result in late settlement. Authorisation will be made by the appropriate signatory in the Fitness to Practise department.
- 1.3 Payments will be made by cheque or straight into your bank account. If you would like your payment to be paid into your bank please provide your bank details on the expense form
- 1.4 Receipts are required to substantiate claims, which should be made on the form provided. Receipts for items below £5 are not required. If a witness misplaces a receipt then reasonable effort should be made to obtain a replacement copy from the supplier and attached to the claim form. If this is not possible the lost receipt form should be used.

### **2 GENERAL CONDITIONS**

- 2.1 Payments of expenses should only be made where expenses notified in the claim were actually and necessarily incurred.
- 2.2 Details of the expenses incurred should be indicated on the expense calculation form.
- 2.3 Wherever possible travel and hotels must be booked through the Fitness to Practise Administration Team. More detail on this is provided in the information for witnesses' brochure.
- 2.4 If you are likely to incur any loss of earnings as a result of attending an HPC hearing as a witness, please provide details of those potential losses in advance of the hearing to HPC Head of Adjudication.

### **3 TRAVELLING**

If you are attending a hearing as a witness for the HPC, we can arrange all your travel and accommodation for you. However, you may find the following information useful

3.1 Reasonable rates are payable for travelling and subsistence costs to reimburse the out-of-pocket expenses of witnesses. Expenses will only be reimbursed if actual expenses are incurred. The following expenses will normally be paid:

**Rail Fares:** Standard Class rail fares at the cheapest available rates.

**Air Fares:** Economy Class airfares will be reimbursed where appropriate and authorised.

**Tube, Coach and Bus Fares:**

will be reimbursed as incurred.

**Mileage Allowances:**

Mileage allowance is payable for the use of own cars. The rates are in accordance with Inland Revenue rates, which are subject to annual change.

The rates to be used until any notification of change is made are as follows:

Cylinder capacity	1 <sup>st</sup> 10,000 miles	Additional Miles
Any rating	40p	25p

Rates for lease cars, motor cycles and pedal cycles are available upon request.

**Taxi Fares:** will be reimbursed where a taxi journey is considered quicker or more economical than using public transport.

**Other Travelling Expenses:**

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

#### **4 HOTEL ACCOMODATION AND SUBSISTENCE**

4.1 If witnesses are required to stay overnight in central London (travel zones one to four), Bed and breakfast arrangements up to a daily maximum of £160 VAT inclusive will be reimbursed.

4.2 If witnesses are required to stay overnight in the large cities, namely the following only: Aberdeen, Belfast, Birmingham, Edinburgh, Manchester or London beyond travel zone four, that Bed and breakfast arrangements up to a daily maximum of £140 VAT inclusive will be reimbursed.

- 4.3 If witnesses are required to stay overnight in other UK locations, Bed and breakfast arrangements up to a daily maximum of £120 VAT inclusive will be reimbursed.
- 4.4 Up to £30 per day subsistence can be claimed where costs have been incurred. This allowance is inclusive of snacks purchased throughout the day and evening meal.
- 4.5 Witnesses staying with friends or relatives may claim £30 towards subsistence.

## **5 CARE ALLOWANCE (e.g. for children or elderly dependents):**

- 5.1 Care allowance: A care allowance can be claimed for the care of a child or other dependents. The person must be registered as a child minder or carer.
- 5.2 All invoices for care of dependents should be submitted on the Care Form

An allowance of up to £65 per day will be paid against a valid invoice or receipt from the carer

## **6 CONCLUSION**

- 6.1 Further advice and guidance is available from the Fitness to Practise Department

**July 2009**