

Infected Blood Compensation Authority



Expenses Guidance

Claiming expenses for Drop-In events

IBCA will allow for the reasonable costs of attending a Drop-In event to be refunded.

IBCA 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 and inquiries.

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

Booking your own travel

IBCA will refund train, coach or air travel at standard or economy class only. If you believe there are health grounds for not using standard or economy class, you must obtain approval from the IBCA Engagement Team prior to booking.

Please note that it will not be possible to refund your expenses before a Drop-In event takes place, unless there are exceptional circumstances. If you feel your circumstances should be taken into account in this instance please contact the IBCA Engagement Team before making a booking.

IBCA is unable to reimburse international travel or claims for breakfasts, lunches, dinners or snacks. Refreshments including lunch will be provided at the drop-in events.

Accommodation

If you are attending the Drop-In session, accommodation can be reimbursed for the night before if you live 3 hours or more from the event venue.

- Accommodation following the event can only be reimbursed where it would not be reasonable to make the journey home that day, and prior approval must be obtained from the IBCA Engagement Team .
- The following maximum rates per room per night 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).
 - ❖ £129.60 (£108 +vat) - Elsewhere (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).

Receipts

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

If you have other incidental travel expenses that you feel you should be compensated for, please gain approval from the IBCA Engagement team before incurring the expense. Costs cannot be reimbursed unless approval and confirmation has been provided in advance of incurring the expense. Any claims for incidental expenses should be submitted 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 or using the attached reimbursement form, 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 IBCA Engagement Team so that fares are minimised.

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 from the IBCA Finance Team.

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

IBCA is unable to reimburse international travel or claims for lunches, dinners or snacks. Refreshments including lunch will be provided at the events.

Eligibility

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

How to claim expenses

To obtain prior agreement, or request/submit an expense form, please email IBCAdeliv-finance@ibca.org.uk

Payment of expenses

Provided all information submitted is correct, payment of your expenses should be made by BACS with reference IBCA within four weeks.

Other costs

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