

## HQIP Internal & External Expenses Policy

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HQIP recognises that those working for and with us may incur expenditure in carrying out the activities of HQIP. The individual should not have to bear these costs, however reimbursement should not leave the individual better off. The individual must forward plan their meetings wherever possible in order to obtain best value. Therefore train tickets must be bought in advance and expenses that are beyond standard value must be discussed beforehand with HQIP project managers.

### For non HQIP employee claimants

Expense claims to HQIP must only relate to expenses incurred relating to attendance at meetings/events by the invitation of HQIP and which have not been funded by any other source. HQIP will make clear before any event or meeting whether attendees are eligible to claim expenses.

### For HQIP employee claimants

Expense claims to HQIP must only relate to expenses incurred relating to attendance at meetings or events directly relating to the performance of your role at HQIP and which have been approved by your line manager

### General guidance

- To make a claim an a form must be completed and original receipts attached
- Expenses will be paid within a maximum of 30 days from receipt of completed expense form
- Expenses should be claimed within two months of incurring the expense. Later claims will only be accepted only in extenuating circumstances
- If there are extenuating circumstances relating to your claim that fall outside of the guidance set out in this policy please contact HQIP to discuss (contact details on Page 3)
- The form must be signed by the claimant – this responsibility cannot be delegated
- All expenses must be suitably authorised and those authorising expenses have a responsibility to ensure that the expenditure claimed is reasonable in amount and represents a good use of HQIP resources
- Any attempt to falsify an expense claim will be considered to be gross misconduct and appropriate action will be taken against the claimant

## Expenditure which can be claimed

### Travel

Where travel is necessary, the preferred mode of transport for HQIP activity is public transport.

- Rail/Coach
  - 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 encourages the purchase of advance, off-peak or discounted tickets where possible
  - The Oyster card is the cheapest way to pay for single journeys on most forms of public transport. Claimants may not claim for the Oyster card deposit or top up charges
  - If using an Oyster card for travel a print out of your journey must be included.
  - 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
  - Train ticket expense over a standard fare must be previously agreed with HQIP staff
- Taxis
  - Taxis should only be used where there is no suitable public transport /or there are accessibility reasons/or there is a group travelling and a taxi may be cheaper
- Air travel
  - HQIP will only cover the cost of standard class air travel under the following circumstances and must be previously agreed with HQIP staff:
    - The claimant is travelling to or from outside England
    - Time does not allow for another form of travel
    - Air travel is cheaper than other alternatives (rail, bus, car)
- 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
- Personal travel
  - 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 in line with HMRC guidelines. Please retain receipts for petrol purchased during journeys made to HQIP meetings

- Claimants using their own vehicles for activity on behalf of HQIP must hold a current drivers licence, have necessary tax and MOT certificates, insurance cover and the vehicle must be roadworthy
- Speeding, parking and any other traffic infringement fines, including fines for non payment of the congestion charge, will not be reimbursed
- HQIP does not accept liability for damage caused to or loss of private vehicles or their contents whilst being used on HQIP activity nor liability for claims by passengers or third parties, nor will HQIP reimburse for the loss of no-claims discounts or insurance excesses
- Parking
  - Parking near to venues and stations will be covered. Unless essential, overnight parking will not be covered

## Hotel Accommodation

**Hotel accommodation can be claimed under the following circumstances and must be previously agreed with HQIP staff;**

- When an HQIP meeting extends over two days
- If the journey to the meeting/event where your departure from home or arrival back at home would otherwise be before 6am or after 10pm
- Where the cost of travelling exceeds the cost of accommodation
- Your claim for each night(s) accommodation must be no more than £100 per night outside London and no more than £150 per night within London
- Where the meeting involves non HQIP staff, the manager has discretion to vary these terms where it is considered appropriate to do so

## Subsistence

- A maximum expenditure of £25 per day will be reimbursed
- HQIP will not cover the cost of alcoholic drinks
- All claims must be receipted and itemised

## Miscellaneous

- HQIP will not normally cover claims outside of the categories listed above. However 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 provide details
- HQIP will be flexible in considering the needs of claimants with disabilities
- Any queries can be submitted to [finance@hqip.org.uk](mailto:finance@hqip.org.uk)

## Completing the form

- The claim form can be completed electronically in Excel format or in hard copy, but must include your signature. You must supply original copies of all receipts and supporting documents - photocopies or faxed copies are not acceptable. We suggest you take a photocopy of the form and receipts for your records before you submit it
- Claim forms must be signed and appropriately authorised
- Please post completed forms with attached documentation to:

Finance dept or **Staff contact**  
Healthcare Quality Improvement Partnership  
6<sup>th</sup> Floor Tenter House  
45 Moorfields  
London  
EC2Y 9AE

- For any queries regarding special circumstances email [finance@hqip.org.uk](mailto:finance@hqip.org.uk) or staff contact for the event
- Payment will be made by BACS transfer to the account you have included on the form or by cheque