



The Northern Neonatal Network
An Operational Delivery Network
Website - www.nornet.org.uk



Guideline for reimbursing Network Expenses

August 2019

Due for review – August 2021

Northern Neonatal Network guideline

Guideline for reimbursing Network expenses

Purpose and summary

This Policy is to allow for the reimbursement of appropriate travel and other related expenses incurred by members of the public and their carers who have been asked to be involved in the work of the Northern Neonatal Network and carry out such duties as directed by the Board and/or its Parents Sub-Group. It can also be used for those within the Network Board who do work on its behalf, but are not substantive post holders and thus able to directly claim appropriate expense costs in the usual way. Examples could be the Network Clinical, Educational and Nurse Leads as well as other staff undertaking work for/on behalf of the Network. It also covers expenses incurred by staff within the Network area that are funded to attend conferences, study days and other approved developmental opportunities that add value to the Network and its aims, objectives and strategy as outlined in its annual work plan.

This Policy allows for these identified individuals to submit claims for these expenses and to be reimbursed at the levels outlined, subject to authorization and processing by the Finance department of the Network's host Trust – South Tyneside & Sunderland NHS FT.

Contents

- 1 Introduction
 - 2 Expenses and Reimbursement
 - (a) Rail
 - (b) Bus
 - (c) Underground
 - (d) Taxi
 - (e) Private Cars, Motorcycles and Bicycles
 - (f) Car Parking
 - (g) Additional Expenses
 - (h) Carers Expenses
 - 3 Completing the Expense Claim Form
 - 4 Submission and authorisation of Expense Claims
- Appendices
- A. Expenses Claim Form
 - B. Current Mileage Allowance/Rates

1 Introduction

The purpose of this policy is to define the process and provide guidance on the payment of expenses incurred by members of the public who have been individually asked to be involved in the work of the Northern Neonatal Network. It can also be applied to other key individuals who routinely carry out work for the Board or as part of non-substantive roles, such as the Clinical, Educational and Nurse Leads, who do not have contracts with the Network Host Trust, but need to be reimbursed for travel and expenses incurred when they are carrying out their duties as part of these posts. Other staff working within the Network area are also able to claim approved and appropriate expenses incurred when undertaking work on behalf of the Network and when attending study days, conferences and other developmental opportunities that the Network has approved.

This policy was based on the one originally developed by the Patient and Public Involvement (PPI) Network for Leicestershire, Northamptonshire and Rutland (LNR), which was subject to consultation with key PPI stakeholders across the LNR health community prior to its adaptation for their own Central Newborn Network.

The Northern Neonatal Network has adapted this policy for the reimbursement of expenses to members of the public and identified, approved others as suggested above within its own area. In this way we will achieve a consistent approach so that reimbursement is the same as that already adopted and supported by comparable Networks across the country.

The benefits gained from this approach include:

- Consistency for patient and public involvement within Neonatal Networks
- Equity of reimbursement for all participants, including non-substantive post holders
- Clear guidance for Networks

1.1 Background

In April 2003 the Department of Health launched the report of the External Working Group on Neonatal Intensive Care Services. This report recommended the establishment of Managed Clinical Networks (MCNs) that would ensure that mothers and babies are cared for appropriately and as close to home as possible. The Department of Health (DH) also recommended that there are at least 2 user representatives on each Neonatal Network Board. User representatives have been defined as; a carer or parent of a baby who is receiving or who has received neonatal care.

In addition, section 11 of the Health and Social Care Act 2001 places a duty on NHS organisations to involve and consult with patients and the public on how services are planned and developed.

This may be achieved by:

- Representation on working groups
- Focus groups
- Project work
- Stake Holder events

and will ensure that patient centred services are delivered as described in the NHS Plan (DH 2000).

Whilst it is recognised that individuals may obtain personal satisfaction from being involved, it is unreasonable to expect them to resource their own involvement as this runs the risk of excluding people on financial grounds.

1.2 How is the policy to be used?

This policy is to be used to reimburse travel and other related expenses incurred by members of the public involved in the work of the Northern Neonatal Network. The policy includes information in relation to members of the public who have a special need that requires them to be accompanied by a personal assistant or by a carer, and enables the claiming of travel and associated expenses for them. It can also be used for other named and specified individuals who have been given work to undertake by and/or on behalf of the network Board. Examples of this would include, but not be limited to, non-substantive post holders such as the Network Clinical and Nurse Leads.

Throughout this document members of the public and their carers as well as these other named individuals have been referred to as participants.

This policy provides guidance on what expenses can be claimed and how participants will be paid.

As a publicly funded body South Tyneside & Sunderland Foundation Trust as the host organisation for the Network has a responsibility to Parliament and to taxpayers to ensure that it accounts for the resources it is given and that they are used for the purpose provided. Therefore all claims for reimbursement must show that it was reasonable to incur the expenditure and that the reimbursement sought accord with this Expenses Policy and with the Network's own work plan and work streams directed towards Board parent representatives as well as the routine work that has to be undertaken by the Clinical, Educational and Nurse Leads as part of their roles.

This Expenses Policy and the process of reimbursing expenses will be regularly reviewed.

2 Expenses and Reimbursement

This section provides information about travel, subsistence, incidental expenditure and carers expenses for which participants may claim reimbursement.

If the participants has any special needs or has a query about whether a request for reimbursement will be considered reasonable they should discuss this in the first instance with the Network Manager.

a) Rail

The cost of a standard class ticket may be claimed. For journeys booked in advance or for travel outside peak hours, participants are requested to use the cheapest standard class ticket available, (e.g. saver and other advanced purchased tickets). First class tickets will NOT be re-imbursed. A receipt for the cost of the ticket is to be attached to the Expenses Claim Form (See appendix A).

b) Bus

The ticket is to be retained and attached to the Expenses Claim Form.

c) Underground

Participants may claim the cost of the fare.

The ticket is to be retained and attached to the Expenses Claim Form.

d) Taxi

Wherever possible, public transport should be used for short journeys. If this is impractical (e.g. if public transport does not operate at a suitable time) or the participant is not able to use public transport then a taxi may be used. This should be agreed, in advance if possible, with the Network Manager

A receipt for the fare should be attached to the Expenses Claim Form.

e) Private Cars, Motorcycles and Bicycles

If a car or motorcycle is used for attending meetings or for getting involved in the work of the Network, the driver must possess a valid driving licence and be fully insured for business use (copies of these documents to be forwarded to and retained by the Network Manager when requested but remains the responsibility of the policyholder/driver). The vehicle must be taxed and have a current MOT certificate and this remains the responsibility of the owner.

The participants own insurance and breakdown cover must cover any loss or damage caused to the vehicle whilst it is being used for attending meetings or for involvement in the work of the Network.

The Network will not reimburse the costs of any penalty imposed under the Road Traffic Acts (e.g. using a mobile phone while driving), or any associated expenses. Speeding fines, parking fines or clamping charges will not be reimbursed.

Mileage Rates: See Appendix B for current rates payable. There are separate rates for NHS staff, who are employed in any capacity even though they may only hold non-substantive roles with the Network and other for non-NHS staff, principally expected to be Board Parent Representatives. The latter are paid at HMRC rates and these differ slightly from the recommended NHS rates. This will be calculated accordingly at the time of reimbursement by the host Trust Finance department according to current rates, which may later from time to time. The current rates are shown.

Reimbursement of mileage should be claimed on an Expenses Claim Form, recording the mileage and the details of the journey to be reimbursed.

f) Car Parking

A receipt should be obtained and attached to the Expenses Claim Form. If this is not possible, then the participant should make a note of the parking charge and this will be refunded on trust.

**g) Additional Expenses
Refreshments**

The cost of meals and/or refreshments up to a maximum of £5 per day or £15 for an

overnight stay away from base when this is required, appropriate and agreed by the Network Manager) may be claimed for travel/meetings/visits on Network business in accordance with its work-plan where;

- The time taken exceeds 5 hours *and*
- The expenditure is not met directly by the meeting organiser/organisation being visited (e.g. where lunch is provided) and
- Where additional expenditure is necessarily incurred.
- The time taken exceeds 8 hours and additional expenditure for a meal is incurred

The receipt should be attached to the Expenses Claim Form.

Other expenditure

When getting involved in the work of the Network, participants may incur incidental expenditure. This may include costs for postage, stationery, and phone calls.

Claims for incidental expenditure should be made on the Expenses Claim Form and participants should provide invoices or receipts to support the claim where possible.

h) Carers' costs

Reimbursement for childcare costs may be claimed for children aged 16 or under in order for participants to attend meetings and get involved in the work of the Network.

Reimbursement for carers' costs or for other dependents may also be claimed. Medical or social services confirmation that care is required may be requested.

To allow for essential travelling time, claims may include payment for periods starting up to a maximum of one hour before the time at which the Network meeting or Network business starts and ending up to one hour after it finishes.

The maximum allowance payable is £7.50 per hour or £30 for any one claim.

Participants may not claim for care provided by a member of the household or by a person who is under 16. Participants are also unable to claim for care, which is provided by or is available from another organisation (e.g. social services).

Claims for childcare and carer support must be submitted on an Expenses Claim Form. A receipt to support the claim must be provided.

NB - Participants should be advised that it is their responsibility to check whether any tax or benefit liabilities will be incurred through claiming carers expenses.

i) Interpreting/Translation

Usually the Network will provide interpreting or translation (including British Sign Language – BSL) services, where needed, for participants invited to attend meetings or get involved in the work of the Network. The Network would normally meet the cost of this.

The Network would also normally meet the cost of obtaining information in an alternative

format (eg Braille or another language).

If the participant has particular communication needs these should be discussed with the member of staff responsible for the initiative within the Network.

3 Completing the Expense Claim Form

Queries from participants about how to claim for travel, subsistence, incidental expenditure and carers expenses should be directed to the Network Manager.

Participants should submit claims within a month of the date on which the expense was incurred. The Network reserves the right not to reimburse expenses if claims are not made within this time but should never exceed 3 months from the date of the expense incurred, after which no payment can be claimed unless items have gone missing in the post so not been delivered for processing. In view of the potential for this, copies should always be taken and retained of any claim forms, invoices, receipts etc submitted.

All claims will need to be completed accurately and submitted on the Expenses Claim Form.

All Claims should be supported by an itemised invoice or receipt where possible.

Participants will need to sign and date the claim to certify that:

- Expenses were actually and necessarily incurred solely on Network business
- Journeys detailed in the claim were necessarily made in the performance of Network duties
- It was reasonable in the circumstances for the expenditure to be incurred and that the expenses claimed accords with this Policy and the Networks' work plan
- Reimbursement has not been sought from another source for the expenses claimed.

4 Submission and Authorisation of Expense Claims

Once the Expenses form has been completed this should be submitted for authorisation to the Network Manager.

In authorising payment, The Network Manager will confirm that:

- The entries and calculation of the claim have been checked for accuracy and that they are in accordance with the principles and policy set out in this Expenses Policy
- That to the best of the authoriser's knowledge, the journeys and items for which expenses are claimed were necessarily and exclusively incurred for Network business and were so arranged to ensure value for money.

In authorising the expenses claim form the Network Manager may need to seek explanations for expense claims. If they determine that the expenditure was not reasonable and/or does not accord with the Expenses Policy, they may decline to authorise a claim, may partially authorise a claim or may substitute the cost of what would have been reasonable in the circumstances.

If the Network Manager determines that reimbursement already claimed previously was not

reasonable and/or does not accord with the Expenses Policy, they may seek full or partial repayment or deduct the sum involved from future claims.

An explanation must be given to the participant if an expenses claim cannot be authorised or amendments must be made to the claim submitted.

Once the expenses claim form has been authorised by the Network Manager it should be sent to the Finance Department at South Tyneside & Sunderland Foundation Trust for payment.

Participants should then normally receive payment by cheque within one calendar month of being received by the Network Manager for approval.

For anybody who is an existing NHS employee but carrying out business on behalf of the Board in a non-substantive role, they may wish to claim any expenses incurred from their own NHS employing Trust and then ask their Finance department to retrospectively claim that amount from the CHS as Network host Trust. This can be done at a frequency that is agreed and may not necessarily be done every month to reduce the admin time, but it may be speedier in terms of getting the payments with their usual salaries.

All NHS employees are bound by existing NHS agreements and policies regarding expenses although there may be slight variations between Foundation Trusts and it is the responsibility of the employee to ensure they adhere to their own Trust Policy, or the CHS guidance as host Trust as appropriate.

Appendix A

City Hospitals Sunderland **NHS**
NHS Foundation Trust

90

CLAIM FOR TRAVELLING EXPENSES

(Car Mileage for the month of 20.....)

EXCESS TRAVEL? YES / NO

PAYROLL REF:

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

NAME: Mr./Mrs./Miss/Ms./Dr./Other: DESIGNATION:

WHERE BASED: DEPARTMENT:

HOME ADDRESS:

USER STATUS (Please tick box)

| | | |
|-----------------------|--------------------------|--|
| Standard | <input type="checkbox"/> | Make, Model of Vehicle |
| Regular | <input type="checkbox"/> | Cubic Capacity cc. Reg. No. |
| Lease Car | <input type="checkbox"/> | Return Mileage, Home to Base |
| Public Transport Rate | <input type="checkbox"/> | Change of Vehicle this month? YES / NO |

I certify that:-

- (a) The amounts claimed are in accordance with National Health Service Regulations and are in respect of expenses actually incurred whilst engaged on the business stated.
- (b) Throughout the period of this claim, whilst the vehicle was used on official business, a current insurance policy provided full third party cover for business use, cover against risk of injury or death of passengers and damage to property, and the policy was not invalidated by failure to tax or maintain the vehicle in a roadworthy condition.
- (c) A valid driving licence was held for the period of the claim, whilst the vehicle was used on official business.
- (d) Except where indicated I certify that no advice on the handling of the emergency was given before starting my emergency call out journeys. Journeys prior to which I accepted full responsibility for those aspects appropriate to my duties and which I consider to qualify for tax relief are shown separately overleaf (see note 7).

SIGNED: DATE:

I authorise payment of these expenses and confirm that the amounts claimed are in accordance with the appropriate terms and conditions of employment.

SIGNED: DATE: MANAGER'S NAME:

| FOR USE BY FINANCE ONLY | | | | | | | |
|---|-----------|-------|----------------|-------|-------------------------|--------|---|
| Description | SPS Codes | Field | Lease Car Rate | Miles | Annual Reg. User Amount | Amount | £ |
| Standard Mileage | | | | | | | |
| Regular Mileage | | | | | | | |
| Lump Sum | | | | | | | |
| Excess Mileage | 5634 | | | | | | |
| PTR | 5622 | | | | | | |
| Miscellaneous Travel | 5594 | | | | | | |
| Lease Car | 5700 | 27 | | | | | |
| Passenger Miles | 5624 | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Completed by: Date: | | | | | | | |
| Entered by: Week / Month No. | | | | | | | |

GUIDANCE NOTES**(Please read carefully before completing Claim/Summary Sheet)**

1. A separate authorised claim form should be submitted at the end of each calendar month for which expenses are due.
2. If the destination is not an NHS establishment please give full address.
3. The "Official Journey" is the return distance from base and the place(s) visited by the shortest practicable route, or the distance actually travelled if less.
4. Expenses relating to study leave or course attendance must be claimed separately.
5. Excess travel claims are to be submitted on a separate form.
6. Indicate whether or not accommodation provided was at an NHS establishment.
7. Unless you give advice and take responsibility for the emergency before commencing the journey you will be liable for income tax on payments for emergency call outs.
8. If your motor vehicle has been changed since the previous claim give full details of both old and replacement vehicles and date of the change.
9. If more than one vehicle is used on official duties during the month, full details of all vehicles used should be given, separate mileage claims sheets shall be submitted in respect of each vehicle used.
10. Claim for car mileage – both columns A and B shall be completed except where the employees home is their designated base. In this instance only column A shall be completed (**except Medical and Dental staff**).
11. Vehicle Mileometer Readings (to be taken directly from the mileometer, not from a tripmeter). (See below).
12. FAILURE TO COMPLETE THIS FORM FULLY CAN RESULT IN CLAIMS BEING RETURNED WITH A CONSEQUENT DELAY IN PAYMENT.

OFFICIAL MILEAGE BETWEEN HOSPITALS (RETURN DISTANCE)

| HOSPITALS | SDGH | ROYAL | RYHOPE | MONKWEARMOUTH | CHERRY KNOWLE | EYE | GRINDON | CHILDREN'S CENTRE |
|-------------------|------|-------|--------|---------------|---------------|-----|---------|-------------------|
| SDGH | — | — | — | — | — | — | — | — |
| ROYAL | 2.3 | — | — | — | — | — | — | — |
| RYHOPE | 8.3 | 7.8 | — | — | — | — | — | — |
| MONKWEARMOUTH | 5.7 | 5.0 | 11.0 | — | — | — | — | — |
| CHERRY KNOWLE | 9.3 | 8.8 | — | 12.0 | — | — | — | — |
| EYE | 3.7 | 3.1 | 4.9 | 7.2 | 5.8 | — | — | — |
| GRINDON | 3.6 | 4.7 | 9.8 | 8.8 | 10.8 | 6.2 | — | — |
| CHILDREN'S CENTRE | 2.2 | 2.0 | 6.7 | 7.0 | 7.7 | 2.3 | 3.9 | — |

Appendix B

NHS Mileage Allowances/Rates

- 1. Public Transport Rate**
23 pence per mile

- 2. Standard Mileage Rates**

- 3. Cars**
56 pence per mile

- 4. Passenger Allowance**
2 pence per mile per passenger

- 5. Pedal Cycles**
20.0 pence per mile

Document Control

| | |
|----------------------|--------------------------------|
| Document Ref. Number | NNNGGUIDE03 |
| Title of document | Expenses Policy |
| Author's name | Martyn Boyd |
| Author's job title | Network Manager |
| Department/type | Network guideline |
| Document status | V.1.6 |
| Based on | Original policy – new revision |
| Signed off by Board | 24/04/2014 |
| Publication date | 01/08/2019 |
| Next review date | 01/08/2021 |
| Distribution | Board and Website |

Consultation History

| Version | Date | Consultation |
|---------|---------------|---|
| V 1.0 | November 2010 | Steve Byrne, Lynne Paterson |
| V 1.1 | November 2010 | Emma McDowell (Finance, CHS) |
| V 1.2 | December 2010 | Joanna Clark Carol Harries |
| V 1.3 | June 2011 | Paul Robinson (Asst. Director Finance, CHS) |
| V1.4 | February 2014 | Guideline Group |
| V1.5 | August 2017 | Martyn Boyd (minor amendments only) |
| V1.6 | August 2019 | Martyn Boyd (minor amendments only) |