

Service User, Carer and Volunteer Expenses Claim Form

May 2018



(Please refer to the guidance notes overleaf before completing this form)

Name (1)	
Address (2)	
Telephone (3) (in case we need to contact you)	
Email (4) (in case we need to contact you)	

Date (5)	Name of Meeting/ Group (6)	Car mileage (7)	Travel claim by bus, train, parking (8)	Carers & support workers (9)	Telephone Costs (10)	Printing costs (11)	Total costs
Payment total							

I understand that payments will be paid gross without any deductions, and I am personally responsible for any payments of tax.

I understand that it is my responsibility to inform the Benefits Agency of any earnings which could affect my benefits. You are advised to contact your local Benefits Agency Office or Citizens Advice Bureau if you are in any doubt about the effects payments may have on your benefits.

Signed by applicant:	Date:
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Once completed, please return this form to:	Anna Walters FREEPOST RTEG-JRZR-CLZG, NHS Leeds CCG, Wira House, Wira Business Park, West Park Ring Road, Leeds, LS16 6EB Or scan and email: anna.walters@nhs.net
Requested by (staff members name):	
I have checked and verified the claimant's costs (staff members signature)	

- (1) **Name:** This is the name of the service user, carer or volunteer
- (2) **Address:** This is the home address of the service user, carer or volunteer
- (3) **Telephone:** This is the telephone of the service user, carer or volunteer
- (4) **Email:** This is the email of the service user, carer or volunteer
- (5) **Date:** This is the date of the meeting you attended
- (6) **Name of meeting/group:** This is the name of the meeting or group you attended
- (7) **Car mileage:** If you use your own car to travel to a meeting, you will need to provide a valid driving licence, motoring organisation test (MOT) certificate and a motor insurance. You will be reimbursed at the agreed rate the organisation refunds its staff. The table below shows rates for reimbursement from NHS Employers as of 1 July 2014, this information will be updated when new rates are introduced:

Column 1	Column 2	Column 3	Column 4
Type of vehicle/allowance	Annual mileage up to 3,500 miles (standard rate)	Annual mileage over 3,500 miles (standard rate)	All eligible miles travelled (see paragraph 17.15 and Table 8)
Car (all types of fuel)	54 pence per mile	20 pence per mile	
Motor cycle			27 pence per mile
Pedal cycle			20 pence per mile
Passenger allowance			5 pence per mile
Reserve rate			27 pence per mile
Carrying heavy or bulky equipment			3 pence per mile

- (8) **Travel claim by bus, train, parking, taxi:** Please attach all receipts for travel by public transport. Taxis should be booked through the Engagement team at NHS Leeds CCG on **0113 8435470** and should only be used when:
 - Mobility problems make it too difficult to travel by car or public transport
 - Multiple people are travelling to the same place and it works out cheaper than other forms of transport
 - It is more efficient to travel by taxi (several meetings during the day)
 - There could be a risk to personal safety (travelling with heavy items of luggage or late at night)
- (9) **Carers and support workers:** In some cases you may need to arrange a carer/support worker to accompany you to a meeting, or to take over caring responsibilities while you're at a meeting (care of family members with disabilities). NHS Leeds CCG will meet the reasonable expenses/costs of carer/support worker:
 - Travel/accommodation/subsistence requirements of the carer/support worker who accompanies you to the meeting.

- Hourly costs of the carer/support worker where these costs are not normally covered elsewhere (for example, via service user support payments from other public funds e.g. social services).

Please note:

- Where reimbursement is needed for carers/support workers, this is looked at on a case by case basis and should be agreed in advance with the meeting organiser.
- Where we reimburse the cost of care or support workers to support you to attend, this should be delivered by a registered worker.
- We will reimburse actual expenditure based on receipts submitted with the expense claim. The receipt should provide details of the carer's registration and/or the professional organisation providing the care.

(10) **Telephone Costs:** Telephone calls made in relation to involvement work can be reimbursed on production of an itemised bill.

(11) **Printing costs:** We aim to share electronic copies of meeting documents by email at least one week prior to meetings. We will also provide printed copies of meeting documents at each meeting. If you require printed documents sending to you by post, please give us at least one week's notice. If you prefer printed documents **and we are unable to send these to you before the meeting** you might want to print out documents using your home printer. If you use your own printer:

- please contact us before printing on **0113 8435470** or **adam.stewart1@nhs.net**
- please print in black and white where possible
- please limit printing where possible
- you can claim for up to 50 sheets of home printing per meeting at the following rates:

	A3	A4
Black and white	30p (per page)	15p (per page)
Colour	45p (per page)	35p (per page)

Carer Payment Details:

Name of care provider:	
Address of care provider:	
Tel number of care provider:	
Date on which care provided:	
Amount of time cared for:	
Invoice or Signature of Care Provider:	
(Please note that the authorised signatory must be on the NHS Leeds approved list otherwise the claim will be rejected)	

Name of Budget Holder:	
Signed by Budget Holder:	
Account Code:	
Cost Centre:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Subjective Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
For payment queries contact:	