



Ymchwil Iechyd  
a Gofal **Cymru**  
Health and Care  
Research **Wales**



Llywodraeth Cymru  
Welsh Government

# **Expenses Policy**

## **Integrated Funding Scheme Board members**

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## Introduction

Health and Care Research Wales will reimburse Board members for necessary, additional costs incurred on travel and subsistence whilst undertaking official Board member business, through LGC Limited. Expenses which could have been avoided by better planning or which are otherwise unnecessary to official purposes will not be reimbursed.

The aim of this expenses policy is to achieve best value for public money. This includes a commitment to account for environmental considerations when planning and undertaking Board-related travel.

**Public Board members** can also receive payment for their time and should refer to the following guidance to seek reimbursement separately for this via Health and Care Research Wales (rather than through LGC Limited):

[Health and Care Public involvement and engagement guidance on payment for expenses and offer of payment for time for individuals registered with the involvement community \(healthandcareresearchwales.org\)](http://healthandcareresearchwales.org)

## Travel

Attendees are expected to arrange their own transport to the meeting location and will be able to claim reasonable expenses back.

Principles to consider when booking travel include:

- Standard class travel will be reimbursed; first class travel is not permitted unless it is more affordable than standard travel
- Routes should be organised using the most cost-effective method, except where a case can be made for an environmentally friendly mode of travel
- Where possible, advance tickets should be purchased where these are more affordable
- Mileage is calculated from your place of residence to the location of the meeting. HMRC Approved Mileage Allowance Payments (AMAPS) rates apply:

Vehicle	Rate
Motor vehicle up to 10k miles in tax year	45p/mile
Motor vehicle over 10k miles in tax year	25p/mile
Green Car Scheme	Refer to HMRC advisory fuel rates which are updated on a regular basis
Motor cycles	24p/mile
Excess fares allowance	40p/mile
Pedal cycles	20p/mile
Passenger supplement	5p/mile/passenger

Where there is any inconsistency between this document and the most recently published HMRC AMAPS rates, the current HMRC rates apply.

## Subsistence

Subsistence is defined as “food, drink and temporary living accommodation” and is intended to reimburse you for such necessary additional costs of working away from your normal residence.

In most circumstances, accommodation will be booked directly through the Project Grants Team (PGT) for Board members that require an overnight stay.

On rare occasions, Board members may need to arrange alternative accommodation. Provided this has been **pre-agreed** with the PGT, the member will be able to claim reasonable expenses back. As a guide, overnight B&B accommodation in the UK should not exceed £85 per night, or £115 per night in London.

All meals are typically provided before and during meetings. In the **unusual circumstances** that a member claims back costs for meals, the following Welsh Government rules apply:

- You must be absent from your normal residence or place of work for at least 4 hours and at a distance of more than 5 miles away from your permanent base or home
- Breakfast: your visit necessitates an exceptionally early start from home (before 6:30am) and it would be unreasonable for you to take breakfast
- Lunch: cannot be claimed if the visit takes place within one day. It is assumed that in subsequent days lunch will be covered as part of the meeting provision.
- Dinner: if away from residence or permanent base for more than 10 hours, outside a 5-mile radius and arriving home after 20:00
- Where one of the above circumstances apply, the following limits are in force:

Location	Breakfast	Lunch	Dinner
UK	£9	£9	£27
London	£9	£9	£27

Alcohol may not be claimed back in an expense claim under any circumstances.

## Other expenses and queries

It is not expected that other expenses will be incurred during the course of a Board member's appointment. However, any questions or alternative proposals can be discussed with your PGT contact or emailed directly to [expenses@researchwales.info](mailto:expenses@researchwales.info).

## Expense Claim Submission

Following the conclusion of a meeting, an expense claim form needs to be completed and sent to [expenses@researchwales.info](mailto:expenses@researchwales.info).

Itemised receipts should be retained and attached to any expense submissions. Following internal review and authorisation, payments will be made by LGC Ltd on behalf of Health and Care Research Wales.

Itemised receipts should be requested where these are not automatically offered. Bank statements and non-itemised receipts are not acceptable. It is acknowledged that it may not be possible to obtain a receipt in all circumstances. In this event, an explanatory note should be attached to your expense claim.

You must not amend or annotate receipts. If any of the details on the receipt are not clear or if you find an error, you must produce an explanatory note attached to the claim.

The intention of this policy is to ensure sufficient records are retained for a period of at least 7 years after the end of the tax year in case these are requested for tax or audit purposes.

### NOTE:

**Public Board members** can also receive payment for their time and should refer to the following guidance to seek reimbursement separately for this via Health and Care Research Wales (rather than through LGC Limited):

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## Health and Care Research Wales: Expense Payment Request Form

Please complete this form in **BLOCK CAPITALS** for claiming expenses. Payment will be made by BACS directly into your bank account.

Purpose and description of expense	Date	Amount (GBP)	Receipt (tick)

*Please note: all claims are subject to the Board members' expenses policy*

<b>Payee/account name</b>	
<b>Payee home address</b>	
<b>Name of bank</b>	
<b>Account number</b>	
<b>Sort code</b>	
<b>IBAN number (if applicable)</b>	
<b>Swift code (if applicable)</b>	
<b>Payee signature</b>	

Please return to: [expenses@researchwales.info](mailto:expenses@researchwales.info)