



Expenses Guidance

Introduction

1. This guidance explains how witnesses and Core Participants attending Nottingham Inquiry hearings and meetings can claim back the cost of travel, accommodation, food and drink (excluding alcohol).
2. The Inquiries Act 2005 and Inquiry Rules 2006 allow for the reasonable costs of attending an inquiry's meetings or hearings to be reimbursed, at public expense, where appropriate. The conditions and rates in this guidance take account of practice across the Civil Service and other public inquiries and are generally in line with the latter.
3. The guidance applies to:
 - i. witnesses called by the Nottingham Inquiry, and
 - ii. Nottingham Inquiry Core Participants.
4. Where, however, a witness is attending the Inquiry on behalf of the organisation that employs them – for example the police or the NHS – we would expect their employer to cover their expenses. This guidance is aimed at those witnesses and those Core Participants who would be out of pocket were it not for the Inquiry paying their expenses. There should be no expenses claims from lawyers. If, having read this guidance, you have questions about whether you are eligible to claim, please contact the Inquiry Secretariat at Info@NottinghamInquiry.uk
5. Subject to the above, the Inquiry will meet, at public expense, the costs of travel, accommodation and subsistence where these costs are necessary, proportionate and reasonably incurred in the course of attending an Inquiry hearing or meeting. Evidence of the costs claimed (rail ticket, restaurant bill etc) will be required.

6. The Inquiry will generally only cover the cost of travel within the UK. See **Annex A** for the expenses policy in relation to travelling from overseas to the UK to attend a hearing as a witness or Core Participant if you are not usually resident in the UK.
7. All costs will be reimbursed in line with the rates set out below and will be subject to scrutiny, and recorded, in the Inquiry's financial accounts.

Booking Travel and Accommodation

8. Witnesses and Core Participants attending Inquiry hearings/meetings should make their own travel and accommodation bookings and in due course submit a claim for expenses. Please read this guidance carefully before making a booking so you are clear what you can and cannot subsequently claim for.
9. If you are unable to make your own booking and require assistance, and / or you would like clarification of the guidance or would like to check a proposed booking, please do not hesitate to contact the Inquiry Secretariat at Info@NottinghamInquiry.uk
10. In rare circumstances the Inquiry may book your travel for you. If this is the case, we ask that you do not collect your tickets until the day before travel. This is because it is easier for the Inquiry to cancel the booking (for instance if you find that you cannot attend the Inquiry hearing or meeting on the intended day) if the ticket has not been collected. If your plans change, please contact the Inquiry straight away.

Train, coach and air travel

11. Train travel should be booked at standard class, unless the Inquiry has agreed in advance to First Class travel as a reasonable adjustment. If you have a query about this, please contact the Inquiry Secretariat at Info@NottinghamInquiry.uk. Railcards should be used if available.
12. Coach and, if agreed with the Inquiry, air travel, should be booked at economy class.
13. Where possible, train, coach and plane tickets should be booked in good time so that the cheapest fares are secured. Timed tickets are preferred to open tickets.
14. Claims for travel expenses must include tickets that clearly show the date of travel, the details of where a person has travelled to and from, and the price.

Other means of travel

15. Local rail, tube and bus services should be used for journeys in London where this is more convenient, quicker and cost effective.

16. For travel to and from London airports, the Heathrow, Gatwick or Stanstead express services, Thameslink (for Luton or Gatwick) or the Docklands Light Railway should be used at standard class.
17. Dependent on individual needs, travelling by taxi may be more appropriate than other forms of transport. Prior approval should be obtained from the Inquiry Secretariat for routine use of taxis for all travel, and for any journey by taxi that is for more than 20 miles.
18. If you travel in your own car, it may be possible, with prior agreement from the Inquiry Secretariat, that Congestion Charge (CC) and Ultra Low Emission Zone (ULEZ) charges incurred when attending hearings or meetings can be reimbursed in full.
19. In most cases car (or motorcycle) mileage will be reimbursed at 26p per mile.
20. However, reimbursement of mileage will be at a rate of 45p per mile when:
 - public transport is impossible or more expensive than the cost of using your own car; and / or
 - you have to drive your own car because of a disability; and/or
 - use of your car is classed as a reasonable adjustment
21. Reasonable tolls and parking expenses will be reimbursed, and receipts will be required. Such items must be considered when assessing the cost effectiveness of private/public transport.
22. Financial penalties for motoring offences, including parking fines, incurred in relation to travel for attendance at an Inquiry hearing or meeting will not be reimbursed by the Inquiry.
23. As with train, coach and air travel, evidence of the cost incurred will be required. If you require advice on this, please contact the Inquiry Secretariat at Info@NottinghamInquiry.uk

Hotel bookings

24. Witnesses or Core Participants living in London, or otherwise reasonably near to the hearing venue, will not be entitled to claim an overnight stay. Witnesses or Core Participants living outside London will be reimbursed for an overnight stay in the following circumstances:

(i). If you are giving evidence in the morning and live more than one hour and 15 minutes from the venue, an overnight stay prior to the hearing is permitted.

OR

(ii). If you are giving evidence in the afternoon and live more than 2 hours away from the venue, an overnight stay after the hearing is permitted.

25. An exception to (i) or (ii) above will need the prior agreement of the Secretary to the Inquiry.
26. When booking hotel accommodation, it is expected that this will be on the basis of 'bed and breakfast' and within general limits as follows:
- £180 – London (for a double, twin or single occupancy room)
 - £110 – Elsewhere (for a double, twin or single occupancy room)
 - Accommodation is classed as being in London if it is in a London borough.
 - Participants sharing a room will only be reimbursed at the maximum allowable amount per night per room.
27. If you make your own accommodation arrangements without the need for a hotel booking, you can claim a Friends and Family Overnight 24-hour rate of £25.

One further point on travel and accommodation costs

28. In this guidance we urge witnesses and Core Participants to book early to benefit from lower costs, and we recognise this will mean that, as a result, some claims will be both submitted and reimbursed in advance of the date of travel or stay.
29. Where the cost of travel and / or accommodation has already been reimbursed by the Inquiry before the date of travel or stay, but you do not then use the transport or accommodation, the Inquiry will seek to reclaim costs if there does not appear to be a good reason for the change of plan. Please therefore contact the Inquiry team immediately if your plans change.

Subsistence allowance

30. A lunch and a drink up to £8 total can be claimed. Receipts will be required.
31. If an overnight stay is required, a £30 overnight subsistence can be claimed for the cost of an evening meal and non-alcoholic drink. Receipts will be required.
32. The cost of any alcoholic beverage consumed cannot be reclaimed.

33. Similarly, any tip paid cannot be reclaimed.

Miscellaneous

34. The Inquiry may consider any miscellaneous expenses where a request is made to the Secretary to the Inquiry Info@NottinghamInquiry.uk and his prior approval is obtained. Any such request will be considered on a case-by-case basis.

Companion's expenses

35. If someone attending an Inquiry meeting or hearing requires a companion to accompany them (such as a support worker or family member) because they would otherwise be unable to attend, or have difficulty attending, the Inquiry will reimburse relevant travel and accommodation, at public expense, provided prior approval has been obtained from the Secretary.

Loss of earnings

36. Witnesses who are attending a public hearing to give oral evidence, and Core Participants attending a day or days of hearings, should be aware that the Inquiry will not compensate for loss of earnings unless there is actual financial loss. Witnesses and Core Participants should contact the Inquiry Secretariat to discuss this, before attending a hearing and to seek prior written agreement.

Child or elder care costs

37. Witnesses who are attending a public hearing to give oral evidence may claim for the reasonable cost of child or elder care required to allow them to do so, if this is not covered by an employer's child or elder care or other scheme available to them. Prior written agreement must be obtained from the Secretary to the Inquiry. As with all other expenses, receipts will need to be provided.

Making a claim

38. To submit a claim, please:

- Email your claim to Info@NottinghamInquiry.uk [using the expenses claim form \[here\]](#). ~~You should include in your email your name and postal address, the details of what you wish to claim for, and the bank / building society details of the account you wish your reimbursement to be paid to.~~ You must attach scanned or photographed copies of the expenses you wish to claim.

Commented [RM1]: Can we add a link please.

- If you are unable to submit your expenses claim by email, post it to the Nottingham Inquiry Secretariat ("Expenses"), address (attaching original copies of all your receipts): **Post Office Box number to follow shortly.**

39. You should keep a copy of your claim for your own records. Original receipts should also be retained for 12 months, as this will be useful if the images provided are unclear and important if there is an audit of the Inquiry's use of public funds when covering expenses.
40. Failure to include receipts with a claim is likely to delay payment and may mean that reimbursement is not available.
41. All claims must be submitted within 30 calendar days of the date when the expenses were incurred.

Effect of a claim

42. By making a claim any Core Participant or witness declares that the expenses claimed are accurate and were incurred necessarily due to their role as a Core Participant or witness to the Nottingham Inquiry, and they confirm that they have not and will not receive reimbursement for these expenses from any other source.

Payment of expenses

43. If all the necessary information is submitted correctly, payment of expenses will be made via BACS as soon as possible.

Data Protection

44. The Inquiry will require your personal data to process your expense form. Our UK GDPR lawful basis for processing your data is 'Public Interest' and statutory and government purposes, in accordance with our [privacy notice](#) on the Inquiry website.
45. As part of receiving and processing your expense claim, your data will be transferred to our sponsoring government department, the Ministry of Justice, and will be stored in third-party financial management systems and document management systems. Please contact us if you would like more information about this.
46. Your personal data will be kept for six years, after which it will be destroyed.
47. For full details on how to contact the Inquiry, your UK GDPR rights, or how to lodge a complaint, please see our full [privacy notice](#).

Annex A - Overseas expenses for witnesses

48. Where the Chair of the Inquiry is of the view that the only viable option to obtain oral evidence from a witness who is ordinarily resident outside the UK is for them to come to the UK, the Inquiry may consider and pay their associated costs. You should await contact from the Inquiry and discuss your situation with the Secretary to the Inquiry before incurring any costs.
49. Any travel and accommodation expenses that arise in this situation must be necessary, reasonable, and proportionate. Prior approval from the Secretary to the Inquiry is required for coverage of such expenses before they are incurred. A failure to seek such permission by a witness whose attendance is required by the Inquiry is likely to result in the Inquiry not reimbursing any costs incurred.
50. This type of expenditure is exceptional and is not available merely because someone may prefer to attend the Inquiry in person.

Air travel

51. Air travel will be booked for the witness and one companion, where the companion's attendance is demonstrably necessary and justifiable and with prior approval of the Secretary to the Inquiry. This will be booked as economy travel and will be based on the most economical route, avoiding lengthy stopovers where possible.

Taxi to airport

52. Where necessary, reasonable, and proportionate in the circumstances, the cost of a taxi to and from the witness's home to the departure airport will be considered. When in London public transport should be used other than where a taxi is required as a reasonable adjustment. See also paragraph 17.

Accommodation

53. Subject to agreement in advance from the Secretary to the Inquiry, accommodation costs payable for attending a hearing will be limited to a maximum of two nights prior to the hearing date set for the witness to give evidence and a maximum of two nights after the hearing (this includes the evening after the witness's evidence is concluded, and an additional night if the hearing unexpectedly runs longer than planned). Accommodation will be booked centrally by the Inquiry team and in accordance with the maximum rate within London (£180).

Subsistence

54. Subsistence will be paid in accordance with the Inquiry expenses policy. An authorised companion will also be able to claim subsistence within the expenses policy rates. If the witness is accompanied by a person or persons whose attendance was not necessary to support the witness and such persons have paid for their travel and accommodation to the UK, such persons are not eligible to seek reimbursement of their costs from the Inquiry for travel and subsistence within the UK.