

Variation in mileage claimed

Sometimes claimants will need to claim for more miles than the online route planner says there are between start and finish postcodes.

Please note, where this is more than 5% of the total mileage claimed or comes to more than £5 then an explanation for the variance will be required in order for the claim to be signed off.

Notes

The notes columns in the table should be used if you need to provide further details about a specific claim. For instance, a claim for a printer cartridge might add that this was used to print off meeting documents. Or, the mileage claimed is more than the mileage recorded between two postcodes because you had to take a diversion or an alternative route was more practicable.

Receipts

With the exception of mileage claims, all claims must have receipts attached. This includes taxi fares, bus, train fares, parking and care costs.

If you wish to submit your claim before you leave the event or meeting, return tickets will need to be retained. Please ask for these to be photocopied, scanned or photographed before you leave. Where a receipt cannot be provided (e.g. care costs) then a quote/invoice should be copied and supplied.

Claims without receipts will not be processed.

Mileage rates

Type of vehicle	Rate per mile	Notes
Private car	45p	
Motorcycle	24p	(or other motorised vehicle including mobility scooters or powered wheelchair)
Pedal cycle	20p	(or other non-motorised vehicle)
Passenger allowance	5p	When you give a lift to another person attending an activity

Contact us

Email: D-CCG.CorporateServices@nhs.net

Phone: 01392 205 205

Post: Corporate office, NHS NEW Devon CCG, Newcourt House, Newcourt Drive, Old Rydon Lane, Exeter, Devon, EX2 7JQ

This leaflet is also available in Braille, large print and other languages on request

Making a claim for expenses



Guidance for members of the public involved in CCG activities

Making a claim for expenses

Completing the form

Please complete the form using capital letters for everything except your signature. It is important that you write clearly so that we can process your claim speedily.

Please make sure that you have given your name and address and that you have included start and end postcodes for your journey(s). An online journey planner, based on postcodes, is used to check mileage.

If you need more space please attach an additional form or, if completing electronically, add rows to the tables on the form.

Please ensure that you have completed both pages of the claim form. If submitting a hard copy, ensure they are clipped together securely.

Submitting your claim

- Locality Community Representative should submit their claims to the locality business manager
- PPEC members should submit their claims to the corporate office
- Individuals involved in specific NHS NEW Devon CCG commissioning activities should submit their claims to the activity organiser
- Those volunteers involved in Devon-wide activities should submit their claim through the communications and engagement team.

For those of you who are involved in a variety of activities and to avoid a delay in processing and payment it is recommended that a separate claim form is used for different approvers.

These personnel will then approve and send off your claim for processing. If you are unsure who to submit your claim to, please forward it to the corporate office (see back of leaflet).

Claims can be submitted by:

- **hand**
- **post**
- **email**

Claims should be submitted **no later than three months** after the meeting/event you attended.

Posting your claim

The person responsible for the meeting or event should provide you with the address to which claims should be sent. If not, or you are unsure then please send them to the corporate office (see back of leaflet).

Emailing your claim

Scanned signatures that have been copied and pasted onto an electronic form for emailing will delay payment as they will be returned for the addition of a handwritten signature.

To avoid delay, please complete the form and hand sign it before scanning and emailing.

Claims should be emailed to the appropriate approver. If this is the communications team then they should be emailed to:

D-CCG.Communications@nhs.net

What you can claim for

You can claim for:

- Mileage to and from meetings and events
- Giving a lift to someone else attending the meeting/event
- Bus or train fares
- Parking
- Cost of computer print cartridges up to a total two per financial year.
- Taxi fares (where you are unable to use public transport, get a lift or drive to the venue)
- Additional care costs (costs incurred above and beyond normal care costs)

Mileage allowances

These are set at HMRC rates and will change in line with any changes made by HMRC. See back of leaflet for current rates.

If you are unsure of the mileage or the total to be claimed, ensure you have provided start and end postcodes and/or mileage and leave the amount box clear. We can then calculate the total amount to be claimed.

Please use the notes column to tell us what form of transport has been used, and if the total claimed includes a sum for passenger(s), where this applies.