

## ***Voices to Vision: Patient and carer expenses and involvement policy***

Thank you for your involvement in the Voices to Vision listening exercise.

We will ensure that patients and carers are not out of pocket for their involvement in the Kidney Disease Strategy listening exercise, as long as they do not exceed the agreed rates and claims are submitted within the agreed timescales.

This is a guide detailing our policies and the procedure to follow when submitting a claim.

### **Kidney Patient Association members**

The National Kidney Federation are keen to support members of Kidney Patient Associations to attend the Voices to Vision listening events. If you would like to attend but your KPA doesn't have the funds for your travel, please get in touch with the NKF via [chris@kidney.org.uk](mailto:chris@kidney.org.uk) to discuss how they can support you.

If you are not a member of a Kidney Patient Association, the UK Kidney Association will cover travel expenses for you to attend in-person Voices to Vision listening events as per the below policy.

### **Travel**

For travel in a vehicle the following mileage allowances are applicable:

#### **Vehicle/Item**

- Car or Van: 45p per mile for the first 10,000 miles per tax year and 25p per mile after that.
- Motorcycle: 24p per mile
- Cycle: 20p per mile. Additional passenger in a car 5p per mile per passenger, per mile

The UKKA will also cover expenses incurred on the underground, in a bus or for car parking when a valid receipt is provided.

Taxi costs are covered on submission of a valid receipt only where suitable public transport is not available or suitable for other reasons.

Rail and air fares are covered where a valid receipt is submitted and the cost of a standard class ticket or the equivalent (economy) will be reimbursed. The UKKA does not reimburse the cost of a first class ticket.

### **Honorariums**

Patients and other members of the public who are invited speakers will be permitted to claim for their personal time given up to attend meetings. They are permitted to claim up to £50 for a half day meeting and £100 for a full day meeting (5 or more hours).

It is the responsibility of the claimant to report if necessary payments for tax purposes and they should be aware it may have implications on benefit payments. This guide does not attempt to answer all of the questions you might have about being offered expenses or payment for involvement. We strongly advise you to get expert advice about your own personal financial circumstances before accepting payment.

You may wish to claim an honorarium and donate this to another charity. This is permitted and must be clearly stated on the claim form.

### **Process**

Expense claims forms are available from [finance@ukkidney.org](mailto:finance@ukkidney.org) or the nominated organiser for the event/meeting. The completed forms are to be returned either electronically to [finance@ukkidney.org](mailto:finance@ukkidney.org) or via post to:

Stephanie Lock, Head of Finance

The UKKA

c/o The Renal Association

Brandon House Building 20a1,

Southmead Road,

BRISTOL, BS34 7RR

### **Conditions**

A valid VAT receipt or proof of purchase is required and if photocopies are sent it is the responsibility of the claimant to retain the original receipt.

Claims submitted without receipts in excess of £10.00 will not be authorised.

Where the item claimed is equal to or less than £10.00 and no receipt was able to be obtained it is as the discretion of the Head of Finance or a SMT member if we will honour this claim.

All claims are to be submitted within six months of the date of the receipt or the event whichever is later. For claims submitted after this period the UKKA retains the right to refuse payment of the claim. The submitted receipts must match the information on the relating claim form.

**All claim forms should be dated and signed by the claimant.**

Once approved by the Head of Finance, we aim to pay all expenses claims within 30 days of receipt; however we are not liable for any interest or penalties if payment is made after this term.