

Guidance on Travel and Subsistence Expenses



This Guidance must be read in conjunction with the Inquiry's Protocol for Witness Expenses and Compensation for Loss of Time

1. Introduction

1.1 In assessing claims for travel and subsistence expenses from eligible persons the Scottish Hospitals Inquiry is required to pay those claims at the travel and subsistence rates that apply to Scottish Government employees for travel and subsistence within the United Kingdom. This requirement is set out in the determination by the Scottish Ministers under section 40(4) of the Inquiries Act 2005 addressed to the Chair of the Inquiry.

1.2 In order to assist a person making an application for travel and subsistence expenses, this document summarises those parts of the Scottish Government's guidance and rates on travel and subsistence expenses that are likely to be commonly applicable to Inquiry business. It is not therefore a comprehensive guide. Anyone who has travel, accommodation or subsistence needs not covered by the material below should contact the Inquiry Witness Engagement and Support Team for advice. Please note that this advice should be sought **before** expenditure is incurred, as some types of expenditure (such as accommodation and air travel) require advance approval of the Inquiry, and some expenses may not be reimbursable by the Inquiry. The Witness Engagement and Support Team may be contacted at public@hospitalsinquiry.scot.

2. Summary of Travel and Subsistence Rates

2.1 Set out below is a summary of the travel and subsistence expenses that will be reimbursed by the Inquiry and the relevant rates. Travel expenses are the expenses that you incur in relation to travel to/ from Inquiry premises. Subsistence covers meals that you take during the time you are absent from home.

2.2 For example, if you travel by train from Glasgow to Edinburgh, are absent from home for a period of 7 hours and have lunch during that time, you are entitled to claim the cost of your train ticket by way of travel expenses and the cost of your lunch up to a maximum of £10.70 (the applicable maximum subsistence payment for a trip of 7 hours – see table below for different rates for journeys of different durations). More detail of the conditions applicable to each category of expenses/ allowances can be found in the following paragraphs.

2.3 In summary, the amounts you may claim are:

Travel Expenses/ Mileage Rates	Rate
Rail Travel	Actual cost, standard class only
Travel by taxi/ bus	Actual cost
Motor mileage rate	£0.45 per mile
Passenger supplement	£0.05 per mile per passenger

Motor cycle allowance	£0.24 per mile
Pedal cycle allowance	£0.20 per mile

Subsistence Expenses	Rate
Day subsistence	Actual expenses, subject to the following maximum: £4.90 if absent from home for over 5 hours £10.70 if over 10 hours £15.60 if over 12 hours

3. Travel Expenses/ Mileage Rates – Detailed Rules

Rail Travel

3.1 Standard class rail travel should be used for all journeys. You must take advantage of reduced rail fares, including day returns, saver tickets and season tickets where possible.

Taxi Travel

3.2 Taxi may be used only when other forms of public transport are not available or appropriate by reason of (for example) disability. In any claim made for the cost of taxi travel, you must explain why it was necessary to use it and obtain a receipt for the fare to support your claim.

Motor/ Motorcycle/ Pedal Cycle Mileage Rate

3.3 A mileage allowance is payable if you use your own private motor vehicle, motor cycle or pedal cycle for travel on Inquiry business. The use of private motor vehicles should only occur when it is established that public transport is neither available nor practicable.

3.4 Mileage allowance is payable for the mileage travelled between your home/ workplace and the Inquiry. The shortest practicable route should be taken. Any claim for mileage allowance must include details of the starting point and end point for the journey, together with the number of miles travelled.

3.5 If you use a private motor vehicle to travel to Inquiry premises and carry other Inquiry witnesses as passengers, you will be paid a supplement in addition to the motor mileage rate for each such passenger. The amount paid is determined by the distance actually travelled by the passenger, and in any claim for passenger supplement, the location at which the passenger was picked up/ dropped off must be stated, together with the number of miles travelled. Please note that the passenger supplement is paid to the owner of the motor vehicle, not the passenger.

3.6 If you require to make a journey to attend the Inquiry by private motor vehicle for which motor mileage allowance is payable, the receipted parking or toll charges incurred on the day for which the motor mileage allowance is payable will be

reimbursed. However, you should note that car parking fines incurred for illegal parking whilst on Inquiry business will not be reimbursed.

4. Subsistence Expenses – Detailed Rules

Day Subsistence

4.1 Day subsistence is intended to cover the cost of food and (non-alcoholic) drink that you consume while absent from your home or place of work attending the Inquiry. The amount paid is the actual cost (as shown by appropriate receipts) up to a maximum amount which varies according to the length of time that you are absent from your home or place of work, calculated from the time you leave until the time you return. The qualifying periods for day subsistence are:

- 4.1.1 **day subsistence over five hours** is paid for a period of absence of more than five hours but less than, or equal to, 10 hours
- 4.1.2 **day subsistence over 10 hours** is paid for a period of absence of more than 10 hours
- 4.1.3 **day subsistence over 12 hours** is paid for an absence of more than 12 hours.

It follows from the above that no day subsistence payment may be claimed if the period of absence is less than 5 hours.

4.2 You may not claim any day subsistence if meals/ food/ drink are supplied to you at no cost or if you take meals/ food/ drink at home.

5. General

5.1 The determination by the Scottish Ministers referred to in paragraph 1.1 above specifies that awards for travel expenses or compensation for loss of time shall only be made for witnesses from outside the UK where the Chair is satisfied that their travel is necessary to the fulfilment of the Inquiry's terms of reference.

5.2 Where an application for travel and subsistence expenses exceeds £100, whether assessed individually or along with similar applications by the same applicant, the Chair reserves the right to require evidence as to the financial resources of the applicant.

5.3 Receipts are required for all expenditure claimed except mileage allowances, toll charges and where tickets have been retained e.g at station barriers and car park ticket machines. If a receipt or used ticket is not attached then this must be stated on the application form giving an explanation of why this is the case. Credit/ debit card receipts are not accepted as proof of expenditure. Any personal items on the receipt should not be included in the claim.

6. Version control

6.1 This version of the Guidance on Travel and Subsistence Expenses is dated 9 July 2021 and is issued under the authority of the Chair of the Scottish Hospitals Inquiry. It is the first version of this Guidance.