

Residents Expenses Claim Form

Name: _____

Address: _____

Postcode: _____ **E-mail and/or tel.** _____

Mileage – please confirm and sign if you are claiming for use of your car

Vehicle Registration No: _____	Engine Size: _____
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I confirm that: i) I have a valid driving license and current insurance ii) my vehicle has a valid MOT certificate (if appropriate) iii) to the best of my knowledge my vehicle is in a roadworthy condition	Signed: _____ Date: _____
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Expenses – please sign below

Date of expenditure	Details	Amount claimed

TOTAL £ _____

Authorised by (MHP staff member and job title):

Resident Confirmation

I confirm that this claim is for expenses that I have incurred wholly exclusively and necessarily in relation to MHP resident involvement activity and that I am not receiving reimbursement from any other source

Signature: _____ **Date:** _____
(attach all required receipts)

Office use – Date paid and cheque number if relevant _____
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A Guide to Expenses for MHP Residents

Don't be out of pocket

We do not expect you to be out of pocket for working in partnership with us and helping to improve the services we provide to our customers. We will pay for all reasonable costs that you have incurred while being involved. If you are unsure what to claim, or need assistance, please contact francis.brazil@mhp-online.co.uk or louise.craven@mhp-online.co.uk 0208 976 1058.

Listed below is the obvious claimable expenses, however please let us know of any other and if in doubt ask an officer.

Expense	Application	How much
MHP Conference Allowance	When attending a conference, which lasts 2 or more days to cover items such as drinks and snacks, networking and calls home.	£10
MHP Child care allowance to members for dependant child/children for whom the individual is a principal carer.	Where a partner / family member is not available when the member is attending an MHP resident involvement event and needs to pay for childcare. All children qualify for same amount and where the child has special requirements an agreed amount should be arranged with an officer.	Minimum wage per hour £5.80 or; All day event £50 and Overnight £25
Travel – public transport	To use standard service.	All costs reimbursed on production of the receipt. Where the travel is in the 'oyster' card area receipts are not required.
Travel – Own transport	Residents can use their own means of transport wherever required and encouraged to carry other members where possible and which an allowance is also payable. (At own risk)	Each mile 42p and for each passenger 21p (Bicycle 20p)
Subsistence Allowance	Where residents are attending an event and there is no food provided and normal meals cannot be taken at home. The following meals and times apply: Breakfast if overnight stay or event start by 7am Lunch if event lasting between 09:15 and 17:15 Dinner if a day event (from 09:15) continues after 18:30 or an evening event will continue after 22:30. NB – allowances can be made where appropriate please ask an officer.	Breakfast £5.50 Lunch £6.50 Dinner £8.75 and Dinner with overnight stay £13.00