



Resident Expenses Policy

CHISEL reimburses residents for travel and care expenses incurred when participating in involvement activities, such as CHISEL meetings or CHISEL approved training events, conferences or seminars. This policy outlines the circumstances in which CHISEL will pay these expenses.

All resident expenses should be claimed using the Resident Expenses Form.

Reimbursement will normally be made cheque; it may also be made by cash, normally only for amounts under £30.

Public transport or car mileage

All residents can reclaim the cost of public transport (second class rail fare) or mileage to attend CHISEL meetings or events.

Claims for public transport are subject to the submission of receipts for the cost of travel, and should be attached to a completed Resident Expenses Form.

Residents can claim **mileage costs** at the current rate (in May 2018 the rate is £0.45p per mile and cycle mileage at £0.15p per mile). The completed Resident Expenses Form should show the combined mileage for the outward and return journey and it will be subject to approval by CHISEL.

Residents who are **registered disabled or who have mobility or health issues** preventing them from using public transport can request a taxi to attend a meeting or other CHISEL approved event.

Those living in rural or isolated areas who are attending evening meetings or events may also request a taxi to attend an event. Taxis will not normally be provided to day events other than where there are accessibility issues with the venue.

The use of taxis is excluded other than in the circumstances described above and all requests for taxis must be approved by CHISEL. If in doubt, contact us.



Childcare

Residents attending CHISEL meetings or events can claim up to £7 per hour for the cost of childcare where:

- they are the child/children's parent or guardian
- the child/children being claimed for normally reside with them

Expenses for childcare will only be reimbursed where a registered childminder is used, and their details are included with the claim. Claims can cover the duration of the meeting or event, as well as reasonable travel times.

Residents can claim for children up to 16 years old. Care for children 16 years and above will only be reimbursed in exceptional circumstances, as agreed with CHISEL's authorising officer.

Evidence of the cost of childcare (either through a receipt or invoice), and the childminder's registration number should be submitted with the completed Resident Expenses Form.

Dependent care

Residents participating in CHISEL meetings or events can claim up to £7 per hour for the cost of care of a dependent for whom they are in receipt of a carer's allowance.

Residents cannot be reimbursed for dependent care provided by family members or members of the same household.

Evidence of the cost of dependent care (either through a receipt or invoice) should be submitted with the completed Resident Expenses Form.