

HCPC Expense Policy

Table of Contents

Policy summary	2
Submitting expenses claims	3
Travel management company	4
Travel and subsistence.....	4
Rail.....	5
Air.....	5
Tube, coach and bus fares.....	6
Car travel.....	6
Taxi fares	6
Late night taxis from the HCPC offices to home	7
Away day travel expenses	7
Hotel.....	7
Other accommodation.....	8
Meals.....	8
Emergency booking guidelines	9
Support workers to assist people with a disability	9
Those requiring a reasonable adjustment outside this policy	9
Abuse of the policy	9
Review of the policy.....	10
Equality, diversity and inclusion statement	10
Appendix.....	11
Fees for Partners	11

Policy summary

1. This policy sets out rules and guidance on how to claim expenses while carrying out work or providing services on behalf of the Health and Care Professions Council (HCPC). The policy applies to all employees, partners and Council and Council committee members.
2. You are expected to act honestly, fairly and reasonably within the purposes and spirit of this policy at all times and not seek to improperly exploit these. If you are unsure about the application of this policy to any circumstances then please contact the relevant management team (line manager, Partner team or Governance team) at the HCPC for clarification.
3. The effective date of the revised policy is from 1 April 2025.
4. The rates and allowances in this policy are intended to provide a reasonable standard of travel, accommodation and subsistence consistent with the HCPC's position as a public sector body funded by registrants' fees. Rates are kept under review, including feedback from Council and Council committee members, partners and employees, and from time to time, changes may be made to the rates quoted in this policy. These changes will be notified to Council and committee members, partners and employees.
5. The HCPC shall reimburse expenses, on production of itemised receipts satisfactory to the HCPC, for all reasonable expenses actually and necessarily incurred in relation to performing duties and attendance at meetings or events when representing the HCPC. Non-itemised debit/credit card receipts are not accepted.
6. Expenses will only be reimbursed to the extent that they have been paid for in money. Expenses that have been bought with promotional points or vouchers or other non-monetary forms of settlement cannot be reimbursed.
7. Expenses will only be paid if approved by the HCPC. If you are uncertain as to whether an expense will be reimbursed, you should seek clarification from the relevant management team (Line manager, Partner team or Governance team) before the expense is incurred.
8. You are expected to arrange your travel and accommodation in the way that is most cost-effective for the HCPC, while minimising the environmental impact. Rail and air travel and hotel accommodation must be booked through the HCPC's contracted travel management company.
9. The HCPC's prior approval is required for international travel and for any non-travel or accommodation related expense. If expenses fall outside of this policy, the HCPC may contact you to seek clarification over the expenditure. You are advised that reimbursement may be delayed in these circumstances. The

HCPC reserves the right to reject payment for expenses that are not compliant with the policy.

10. Should further clarification or advice be required with regards to this policy, please contact the relevant management team.
11. The HCPC will not pay any VAT in addition to the amount stated on the receipt submitted and this includes goods that are exempt from VAT.

Submitting expenses claims

12. You must submit your claims for reimbursement of expenses electronically by email to finance@hcpc-uk.org with scanned or photographed copies of the receipts, with a copy to the relevant management team.
13. HCPC employees expense claims must be authorised by the relevant line manager with supporting itemised receipts showing the date of purchase, must be submitted via email on the claim form provided for the purpose which can be found on the intranet.
14. Council and council committee members claims must be authorised by the Governance team with supporting itemised receipts showing the date of purchase, must be submitted via email on the expense claim form.
15. Partners must submit their claims for reimbursement of expenses by email to the Registration, Fitness to Practise or Education teams. All partner claims should be made on the HCPC Partner Expense Form¹, which can be found on the Partner Portal and on the HCPC website.
16. All claims submitted must be accompanied by scans or photographs of supporting itemised receipts showing the date of purchase. If a receipt is misplaced, every reasonable effort should be made to obtain a replacement copy from the supplier. If the receipt is not located, the circumstances and the details of the purchase should be explained on the claim form or in the covering email.
17. You should submit any claims within one calendar month of the expense having been incurred. If you do not submit within the specified period without good reason, you may forfeit the reimbursement. Payment of expenses will be made directly into your bank account.
18. Line managers, the Partner team or the Governance team, where applicable, are responsible for reviewing claims and confirming that the policy has been followed. In authorising a claim, the team is confirming that the expense was necessarily incurred on HCPC business and that the amounts claimed are within the relevant policy limits.

¹ [Partners Policies and Expense Forms](#)

19. All claims will be processed through our Business Central system, following authorisation, to ensure that business related expenses are visible and approved via Business Central by the most appropriate member of the management team before payment is processed.

Travel management company

20. The HCPC has appointed a travel management company through a government framework contract. The travel management framework agreement provides efficient business processes to the HCPC. Rail and air travel and hotel accommodation must be booked through the HCPC's contracted travel management company. The performance of the travel management company is reviewed at regular intervals and the contract provides a process to address any performance issues.
21. All travel and accommodation must be booked at the earliest opportunity as cheaper rates can be obtained. Bookings should be made at least one month in advance unless notification of the requirement to travel is received less than one month in advance and tickets must be refundable.
22. Where the start and approximate end time of a meeting or event is known a ticket must be purchased on a specific scheduled train or flight. Open tickets for the return journey (i.e. an open return type ticket) or flexible options for flights are only permitted if the timing of a meeting or event is not known.
23. Bookings through the contracted travel management company should be made online. Online bookings are free of charge for train and hotel bookings, but fees are charged for bookings by telephone or email. Air travel bookings incur a charge both online and via telephone or email.
24. Bookings made though the travel management company are subject to its cancellation policy. Rail travel bookings can be cancelled online subject to a cancellation fee. The cancellation of hotel bookings is dependent on the type of room booking made, as some cheaper room-only rates are non-refundable.
25. You are responsible for cancelling your own bookings. Cancellations need to be made within 48 hours of receiving notification that the related meeting, hearing or visit has been cancelled to minimise cancellation charges. When a rail booking is cancelled after the tickets have been delivered or collected, the tickets must be returned to the travel management company in order to obtain any refund. Email travel@hcpc-uk.org for the forms.

Travel and subsistence

26. Reasonable rates are payable for travelling and subsistence costs to reimburse the out-of-pocket expenses incurred. If only a proportion of the expense is HCPC related (for example a journey that combines HCPC business and other business), only the relevant pro-rata share of the expense should be claimed. If you already hold a season ticket for the relevant journey, no additional cost has been incurred and therefore no cost can be claimed.

27. Costs incurred by HCPC employees while travelling from home to the HCPC offices cannot be claimed, except in the case of late-night working as set out in paragraph 45. If the employee already holds a season ticket for the relevant journey, no additional cost has been incurred and therefore no cost can be claimed.
28. The HCPC encourages the use of environmentally friendly transport to minimise the organisation's carbon footprint, for example, using public transport where possible, choosing rail travel over air travel or travelling in an electric vehicle rather than a car with a petrol or diesel engine.

Rail

29. All rail travel on HCPC business must be booked at standard class. The only exceptions to this are where first-class travel has been agreed in advance as a reasonable adjustment for a disability or other mobility issue. All rail travel must be booked through the HCPC's travel management company.

Air

30. Air travel should only be used in exceptional circumstances and when no other travel option is available or viable. Executive Director prior approval is required for all overseas travel before any overseas travel or accommodation is booked. All air travel must be booked through the HCPC's travel management company.
31. Standard class must be used when the duration of the single airline flight is less than 8 hours. If the single journey comprises more than one airline flight, standard class tickets must be used for the different flights if the combined air travel time is less than five hours.
32. Premium economy tickets may be used when the duration of a single airline flight is longer than 8 hours. If premium economy tickets are unavailable, standard class tickets must be used.
33. You are required to purchase carbon-offsetting in relation to all air fares. The HCPC will reimburse where such claims are submitted in accordance with paragraphs 12-18 above (Submitting expenses claims). You may use airlines own schemes or Atmosfair. Please refer to the attached document on Clicktravel's offsetting partnership with Trees4Travel.²
34. Travel insurance is provided for through the HCPC's corporate combined insurance for HCPC directors, employees, Council members and Council committee members.


Click
² Trees4Travel.pptx

Tube, coach and bus fares

35. All tube, coach and bus fares will be reimbursed as incurred. If you are travelling within London, you need to purchase an Oyster card or use a contactless debit/credit card in order to take advantage of the cheaper fares available. The HCPC will refund the cost of journeys travelled. A receipt or a copy of the relevant line in your bank statement will be required when claiming a reimbursement.

Car travel

36. Your own cars or rental cars can only be used for travel on HCPC business where it is the most cost-efficient way of travelling or where other forms of travel are not available. Electric cars should be used where this option is available. You must have the appropriate insurance cover for business use of your own car.
37. The mileage allowances for your own cars used on HCPC business are in accordance with HMRC rates, which are subject to change from time to time. The current rates are as follows:

Cars (first 10,000 miles):	45p per mile
Additional miles:	25p per mile
Motorcycles:	24p per mile
Cycles:	20p per mile

38. These rates will apply equally to petrol, diesel, hybrid and electric vehicles. While running costs for electric vehicles are significantly lower than rates above, the HCPC wishes to incentivise the use of electric vehicles.
39. Rental cars must be booked by emailing travel@hcpc-uk.org. The actual cost of fuel used by rented cars may be claimed, supported by an itemised receipt.
40. Expenses incurred in respect of tolls, parking and ferries may be claimed.
41. No car journeys will be reimbursed when travelling into central London, as public transport is widely available. Driving through any congestion charging zone should be avoided.
42. No reimbursement of congestion charge zone, ULEZ charge and central London parking fees will be paid.

Taxi fares

43. Where practicable, public transport should be used rather than taxis. Taxi fares will only be reimbursed in the following circumstances:

- where a taxi will be cheaper than public transport (for example, if two or more employees/partners/Council and/or committee members share a taxi);
 - where public transport is unavailable;
 - if carrying heavy/bulky luggage or heavy/bulky HCPC equipment; or
 - where there is a reasonable adjustment which has been preapproved by the relevant management team.
44. Taxi fares will only be reimbursed where it is clearly stated on the claim the reason for getting a taxi and the journey taken. This must be supported by a receipt.

Late night taxis from the HCPC offices to home

45. Where there is a requirement to work in the office until at least 9pm, which does not form part of a normal work pattern, a taxi journey from the HCPC's offices to home may be claimed providing that it would not be reasonable to expect the use of public transport.

Away day travel expenses

46. For travel to away days, training and similar events, the difference between your normal travel fare (from home to the HCPC's offices) and the amount of the new journey will be reimbursed. You must purchase extension tickets where appropriate and purchase Oyster card/contactless debit/credit card fares, which are cheaper than cash fares.
47. If you use a private car journey as either part of your usual or extended/alternative journey, the mileage rates as stipulated in paragraph 37 will be applied. No reimbursement of congestion charge zone, ULEZ charge and central London parking fees will be paid.

Hotel

48. Hotel accommodation can only be booked for the night prior to attending a meeting or event if you otherwise have to leave home before 6am and for the night following the engagement if you would return home after 9pm. Accommodation may also be booked under reasonable circumstances (e.g. lack of available public transport to ensure you arrive on time), which requires prior authorisation from the relevant management team.
49. Hotel accommodation must be booked through the HCPC's travel management company and you must use the HCPC's preferred hotels as indicated on the website.
50. Hotel bookings must be made with a reasonable cancellation policy in place (either 24 or 48 hours prior to arrival).
51. The maximum nightly rates for hotels including VAT are as follows:

	Room only	Bed and breakfast
London within the M25	£170	£180
Aberdeen, Belfast, Birmingham, Cardiff, Edinburgh, Glasgow and Manchester (other cities with high market rates for hotel accommodation)	£140	£150
All other areas in the United Kingdom	£120	£130
Abroad: Executive Director prior approval is required for all overseas travel, including the choice of hotel. Hotel room rates should not exceed the equivalent rates for the UK, i.e. hotels in a capital city should not exceed the equivalent of £180 per night including VAT and breakfast; other large cities should not exceed the equivalent of £150; other areas should not exceed the equivalent of £130.		

52. Where no hotel is available at the above stated rates, outside policy approval can be requested through the relevant management team. When a bed and breakfast rate is booked, the cost attributable to breakfast does not matter so long as the total is within the bed and breakfast limit in the table. When a room only rate has been booked, breakfast may still be taken in the hotel provided the total for the room plus breakfast is within the bed and breakfast limit in the table, and the breakfast is charged on the hotel bill. Alternatively, when a room only rate is booked, breakfast may be taken outside the hotel subject to the £10 limit per paragraph 56.
53. If you are requested to travel outside the UK on HCPC business, subsistence and accommodation costs outside the UK will be considered on a case-by-case basis.

Other accommodation

54. £35 may be claimed when you are required to stay away from home on HCPC business and choose to stay with friends and family. This amount covers all costs including accommodation, evening meal and breakfast. No claim can be made by anyone staying in their own property.

Meals

55. This section covers meals paid for while on day-to-day HCPC business, and meals charged to hotel bills. It does not cover food provided and organised directly by the HCPC at events. The HCPC will not pay for the cost of alcohol. The maximum allowances for meals stated below are for the cost of food and non-alcoholic drinks.
56. Reasonable expenses will be reimbursed where costs for meals have been incurred with the following maximum allowances:
- Breakfast £10 (when purchased outside the hotel);
 - Lunch £10;
 - Evening Meal £25 (whether taken inside or outside the hotel).

57. Breakfast can be claimed when staying in overnight accommodation, where breakfast is not included within the room rate. An evening meal can be claimed when arriving home after 8pm, when not staying in overnight accommodation.
58. Lunch can only be claimed when you are attending a meeting or event for a whole day and where lunch has not been provided by the HCPC or the organiser of the meeting or event.
59. Charges for room service may be claimed provided the total cost of the meal including the tray charges is within the maximum allowance for the applicable meal.
60. If you pay for and claim the cost of meals of other HCPC employees/partners/Council and/or committee members, the names of the other individuals must be stated on the claim form.
61. Where a meal is provided by the HCPC, claims for alternative food purchased will not be paid.

Emergency booking guidelines

62. If you are travelling on HCPC business, you will be able to make an emergency booking, without prior approval, with the HCPC's travel management company for one night only out of the HCPC's office hours. Any consecutive nights would need to be booked via the travel management company platform.

Support workers to assist people with a disability

63. If you have a disability, an allowance of up to £65 per day is payable for the cost of a support worker accompanying you to a meeting or event of the HCPC, where your attendance is required and where the cost of the support worker is not covered by Access to Work funding. In those circumstances, support workers' travel and accommodation must also be booked through the travel management company, and support workers' travel, accommodation and subsistence are subject to the provisions set out above.

Those requiring a reasonable adjustment outside this policy

64. If you require a reasonable adjustment which falls outside the scope of this policy, please contact the partner team to pre-authorise any adjustments.

Abuse of the policy

65. If it is found that you have abused this policy then the HCPC will reserve the right to take further action, which may lead to termination of your contract. The HCPC may also take steps, including legal action if necessary, to recover any losses arising from abuse of this policy and report serious abuse of this policy to the police.

Review of the policy

66. This policy will be reviewed on an annual basis by the HCPC's Executive Leadership Team with any issues or proposed changes to be brought to the attention of the Remuneration Committee for approval.

Equality, diversity and inclusion statement

67. The HCPC adopts a zero-tolerance approach to discrimination on any of the protected grounds in the Equality Act 2010.
68. We are committed to providing equal opportunities to everyone regardless of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.
69. We will take positive steps to ensure that our applicants and employees, partners and Council and Council committee members can enjoy an experience that is fair, equitable and free from discrimination in their dealings with us.

Appendix

Fees for partners

1. HCPC will pay partners' fees proactively based on HCPC's records of the work done (for example, assessments completed, days of hearing attended by panel members). Partners are not required to submit invoices. HCPC's remittance advices will provide details of the work for which payment is made. Partners should compare remittance advices with their own records of the work done and query any discrepancy with the department that commissioned the work.
2. The daily rates or case rates payable to partners are set out in the schedule to the Partner Services Agreement. Any changes to the rates will be communicated to partners.
3. For any work undertaken lasting 3.5 hours or less, partners will be paid a half day fee. This excludes any reading time. Partners are reminded that HCPC does not pay reading, preparation or travelling time.
4. If a partner is booked for providing services, which requires attendance and is cancelled, postponed, adjourned or concludes early, the fees that will be paid will be based on when the partner was notified that scheduled work will no longer go ahead and where no alternative work can be allocated by us. Notification is treated as given on a working day if it is communicated to partners by 6pm on that day.
5. Cancellation fees are as follows:

Timing of cancellation of event	Fee payable
0-1 working days before the event	Full fee (when no alternative paid work is undertaken on the cancelled days)
2-5 working days before the event	Half fee (when no alternative paid work is undertaken on the cancelled days)
More than 5 working days	No fee

6. No payments will be made when a partner cancels the work allocated to them.
7. Partners are self-employed contractors and are responsible for their own tax affairs. The HCPC will pay fees gross, without deductions for tax and National Insurance. Further information can be found in the Partner Services Agreement.