Our policy on payment on honorarium and expenses aligns with the [NICE policy on Lay Member payments and expenses.](https://www.nice.org.uk/get-involved/our-committees/what-lay-members-do/lay-member-payments-and-expenses)

# Attendance fees

You can claim an honorarium for meeting attendance on the following rate:

£150 per full day meeting (4 hours or longer)

£75 per half day meeting (shorter than 4 hours).

If you are only able to attend part of the meeting you can only claim for the time you attend (£18.75/hour).

These rates are set to include an allowance for both travel and prep time before the meeting. Any additional hours, relating to the review of the documents between the meetings, may be accepted but must be agreed in advance.

**As an honorarium, these payments do not imply a contract of employment with the society or its partner organisations.**

Meetings are typically virtual. On occasions, lay members may be invited to attend in-person meetings. Lay members who attend in-person meetings will be reimbursed for travel, subsistence, childcare, and carer expenses as detailed below. For further details and specific information please email [consultations@his.org.uk](mailto:consultations@his.org.uk).

Payments will only be made directly to the individual lay member via **invoice**, and you will be responsible for paying National Insurance and income tax.

**Important considerations for applicants receiving state benefits:**

Payment of travel, subsistence and other expenses will not affect your benefits, where the exact amount is reimbursed.

Attendance payments are classed as income by HMRC and may affect benefit payments, but this is dependent on a number of different factors. If you are in receipt of state benefits and you are offered a place on a working party, you must notify your benefit administrator as soon as possible. If you do not notify your benefit administrator that you have been offered a place on a working party, you may be considered to be working illegally and your benefits could be stopped.

Please see the information on the [NICE website](https://www.nice.org.uk/get-involved/our-committees/what-lay-members-do/lay-member-payments-and-expenses/how-lay-member-payments-affect-benefits) for further details.

# Expenses incurred on behalf of HIS

Claimants will be offered full reimbursement of out-of-pocket expenses incurred on behalf of HIS, provided that the nature of these expenses has been authorised by the Treasurer or Chief Executive. If claims fall outside of the scope of the **Attendance fees** detailed above, then advance agreement should be sought via the Society office (please email your request to [consultations@his.org.uk](mailto:consultations@his.org.uk)).

All claims must be submitted via the HIS office, by email ([consultations@his.org.uk](mailto:consultations@his.org.uk)), **with original or scanned copies of receipts**, and **within three months** of the expenditure being incurred. The Society is a charity and claimants are expected to keep expenses to a minimum.

Expenses should be claimed as part of the invoice for attendance fees.

# Childcare and Care expenses

You can claim reasonable costs for pre-school ages children and out of school hours childcare as out of pocket expenses. Where the childcare provider is not Ofsted-registered this will be at a flat rate of £25.

If the childcare provider is Ofsted-registered, we will reimburse a reasonable hourly or daily rate (please discuss this with us in the first instance).

If you need to hire a care or support worker for yourself at the meeting or to care for a family member whilst you are away from home, you can claim for this. We will cover reasonable costs for a professional registered care or support worker, and a flat rate of £25 if the care or support is provided by a family member or friend.

# Travel Allowances

Claimants should seek to minimise the cost of travel by booking tickets in advance and taking advantage of available discounts. Reimbursement of expenses will be calculated using the most cost-effective method of travel.

Rail travel: Claimants should endeavour to purchase the most economic tickets available.

Mileage: In accordance with the HMRC Mileage Allowance Payments (MAPs), mileage allowances for claimants using their own car for business will be at a rate of **45p** for the first 10,000 miles and **25p** per mile thereafter. Please include a start and destination postcode.

Parking: Parking will be reimbursed at cost on the submission of supporting receipts.

Taxi: Taxis should be used only where essential and will not be reimbursed for journeys of over 20 miles.

Bicycle: In accordance with the HMRC MAPs, mileage allowances for claimants using their own bicycle for business will be at a rate of **20p** per mile.

# Accommodation

Permission to claim overnight accommodation must be sought in advance. Cost of overnight accommodation will be reimbursed on production of a receipt and should not exceed: ⦁ Central London: £150 per night ⦁ Elsewhere in UK: £100 per night

# Meals and Subsistence

Reasonable claims towards expenses incurred for meals and subsistence will be permitted (this does not include alcohol). As a guide:

⦁ Breakfast and Lunch: £5.50 ⦁ Evening meal: £20

# Cancelation fees

Where tickets or accommodation have been booked in advance to achieve lower rates, and the meeting date is consequently cancelled or altered, then reimbursement can be claimed for the cost of such cancellation or amendment.

HIS may also reimburse advance tickets, if a claimant cannot attend a meeting for unavoidable and unforeseen reasons, with the agreement of the Treasurer or Chief Executive.

# Additional expenses

HIS does not cover the cost of facilities and equipment such as telephone, internet connection or printer. We also do not cover the cost of consumables such as paper or printing ink. Lay members can request paper copies of any documents. Please email [consultations@his.org.uk](mailto:consultations@his.org.uk) if you require these arrangements.

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