

# *The Vale of Leven Hospital Inquiry*

## **APPLICATION FOR AN AWARD IN RESPECT OF TRAVEL AND SUBSISTENCE EXPENSES**

You should use this form to apply for an award in respect of travel and subsistence expenses incurred in attending the Inquiry to give evidence. Please note overnight accommodation and any individual item costing more than £100 must be approved in advance.

You may also apply for an award for expenses incurred to produce any documentation or other thing, or otherwise in relation to the Inquiry.

Applicants should complete **PARTS I to V**.

### **Please read the guidance at the end of this application form.**

When complete, please send the form  
by email to [information@valeoflevenhospitalinquiry.org](mailto:information@valeoflevenhospitalinquiry.org) or

by post to The Vale of Leven Hospital Inquiry  
3<sup>rd</sup> Floor, Lothian Chambers  
59-63 George IV Bridge  
Edinburgh  
EH1 1RN

### **PLEASE COMPLETE IN BLOCK CAPITALS.**

#### **PART I**

#### **ABOUT YOU**

##### **(a) Your details**

1. Your Name:

2. Your Address (including postcode):

3. Your telephone number(s): (Daytime)  
(Evening)

4. E-mail (if available):

5. Your Bank Details

Name and Address of Bank

Account Number

Sort Code

Roll Number (if applicable)

**(b) Your Recognised Legal Representative**

If you have appointed a lawyer to represent you (and you are not already a Core Participant) please provide his or her details as follows:-

1. Lawyer's name:

2. Business address:

3. Business telephone number:

4. E-mail address:

**PART II**

**REASON FOR ATTENDING THE INQUIRY**

**a) Your involvement in the inquiry**

Are you a: (please tick)

Core Participant

Witness

Other  Please explain .....

.....

**b) Dates you attended the inquiry**

Please provide details as to why you attended the Inquiry each day that you did. Please indicate if you attended as a witness to give evidence or to watch the proceedings.

Date(s)	Reason for attending

**PART III**

**DETAILS OF THE LOSS**

**a) Travel Costs**

Please provide details for each part of your journey. Remember to enclose tickets/receipts for each item claimed with your application form.

<b>Date(s)</b>	<b>Journey</b>	<b>Mode of transport</b>	<b>Mileage (if by car)</b>	<b>Cost</b>
<b>Total</b>				

**b) Subsistence (meals and refreshment allowance)**

See guidance notes on types of subsistence and rates you can claim for.

<b>Date(s)</b>	<b>Journey time</b>	<b>Journey time</b>	<b>Type of subsistence (Please tick)</b>			<b>Cost</b>
			<b>&gt; 5hrs</b>	<b>&gt;10hrs</b>	<b>Overnight</b>	
<b>Total</b>						

**c) Accommodation**

The need for overnight accommodation must be approved (in writing) in advance by the Inquiry Team.

Date(s)	Type of accommodation	Name & Address of Venue	Cost
<b>Total</b>			

**PART IV**

**FINANCIAL RESOURCES** (Core Participants need not complete this section)

Please tick the appropriate box

I am not in employment

I am in employment or am self employed and my annual gross household income does not exceed £30k

I am in employment or am self employed and my annual gross household income is ..... (if more than £30k)

**PART V**

**DECLARATION**

I certify that the information given in this application form is to the best of my belief and knowledge true and correct.

Your signature

Date

## Guidance Notes

### Part I

#### General Points

1. Only one person per application form can apply for an award. If you incurred joint expenses with someone else in attending the inquiry, fill in one form each and submit the application forms together.
2. Any individual item of expenditure in excess of £100 must be approved by the Inquiry Team **in advance** of being incurred.
3. The need for overnight accommodation must be approved (in writing) **in advance** by the Inquiry Team. Therefore, if you think you will require overnight accommodation, please contact us as soon as possible.
4. If you are cited to attend the Inquiry, you will usually need to make your own travel arrangements. You should also make your own arrangements for meals and refreshments.
5. If you require any assistance in making the necessary arrangements, or if you have any accessibility requirements, please contact the Inquiry Team as soon as possible.
6. The Inquiry Team will respond to all applications in writing. If an award is made it will be paid directly into your bank account. Payments should normally be made within 21 days of your application being received.
7. In some cases the Chairman may make an award for a greater or lesser amount than applied for. Applicants who disagree with the award made to them have 21 days to submit an objection.

### Part II

#### Who can apply for an award for expenses?

8. Core Participants can apply for an award for travel and subsistence expenses.
9. Witnesses and others can apply for an award for travel and subsistence expenses **only** if they are:
  - (a) a person attending the Inquiry to give evidence or to produce a document, or
  - (b) a person who, in the opinion of the Chairman, has such a particular interest in the proceedings or outcome of the Inquiry as justifies an award.
10. If you are not a core participant or a witness who has been cited to attend, you will **only** be eligible for an award if, you have a particular interest in the proceedings or outcome of the Inquiry which, in the opinion of the chairman, justifies an award. Before incurring any expense, you are advised to contact the Inquiry team in advance of your attendance in order to confirm that the Inquiry will agree to make you an award of expenses in connection with your attendance.

## **PART III**

### **What can I claim for?**

#### **General Points**

11. You can make an application for an award in respect of any sums you spend on travel, or subsistence in relation to the Inquiry at any time.
12. As awards for travel and subsistence expenses will be met from public funds, all travel should be undertaken in the most cost-effective manner possible, and making best use of any discounted tickets or rates available.

#### **Travel costs**

##### **13. Air travel**

Air travel will only be sanctioned if approved in advance. The cost of standard-class travel will be reimbursed, and receipts or tickets must be submitted in support of any claim.

##### **14. Rail**

The cost of standard-class travel by rail by the most direct route will be reimbursed. Receipts or tickets must be submitted in support of any claim.

##### **15. Bus**

The cost of travel by bus by the most direct route will be reimbursed. Receipts or tickets must be submitted in support of any claim.

##### **16. Private car**

Travel by private car will be reimbursed for the most direct route at the rate of 40 pence per mile, but only where travel by car is justified as cost-effective or travel by public transport is not available or not practicable.

17. If you travel with another person who has been cited to attend the Inquiry or for whom the Inquiry sanctions payment of expenses, you are entitled to claim 5 pence per mile passenger supplement.

18. Reasonable costs of public car parking in connection with attendance at the Inquiry will be reimbursed. Receipts or tickets must be submitted in support of any claim.

#### **Subsistence**

##### **19. Meal and refreshment allowance**

A daily subsistence allowance may be claimed to cover the cost of meals and refreshments. The rates of allowance, which are calculated on the time away from your home or office (whichever is the least), are:

- a) £4.90 for a period of more than five hours from time of departure from home or office until return; or
- b) £10.70 for a period of over ten hours.

##### **20. Overnight allowance**

Where overnight accommodation has been approved by the Inquiry Team an overnight allowance of £23.50 may be paid in respect of meals for each night, to the extent that these are not included in the cost of accommodation.

### **Accommodation**

21. All overnight accommodation must be approved in advance by the Inquiry Team. In most circumstances where overnight accommodation is needed, the Inquiry Team will arrange this.
22. Where you have arranged your own overnight accommodation the Inquiry will reimburse you to a maximum of £75 per night. Receipts or booking form must be submitted in support of any claim.
23. Claims in respect of overnight accommodation without such prior approval will not be paid, except in exceptional circumstances. Approval for overnight accommodation will not usually be given if you are resident in Scotland and attending the Inquiry for one day only.

### **Part IV**

#### **Why do I have to disclose financial information?**

24. In determining any application for an award the Chairman is required by law to take into account
  - a) the financial resources of the applicant; and
  - b) the public interest as far as relating to the making of an award.
25. Persons with Core Participant status have already submitted financial information to the Inquiry Team. Therefore they do not need to provide this information again.