

Travel and Subsistence Guidance

(A) GENERAL

The Inquiry into Historical Institutional Abuse Act (Northern Ireland) 2013 makes provision for the payment of reasonable expenses incurred by individuals attending in relation to the Inquiry.

This guidance sets out the circumstances where such expenses will be paid and the arrangements for doing so.

As travel and subsistence costs are being met from public funds strict rules will apply. You are asked to ensure that journeys are made in the most cost-effective manner. You may claim for reimbursement of taxi fares or parking fees, for example, only where the expenditure is justified in your claim.

The deliberate submission of a false claim is a serious offence and legal action may be taken.

(B) METHODS OF TRAVEL

AIR

If you have to travel by air to attend to give your evidence the Inquiry will arrange and cover the cost of your flight.

SEA

Sea travel will be paid at **standard class** and **must** be arranged in the most cost effective way in terms of route and class (if a cabin is required).

BUS/RAIL

Travel by rail will be at **standard class** and you **must** ensure that the journey is made by the most cost-effective method.

You may claim for reimbursement of the actual cost of your ticket enclosing the original ticket, or where you are unable to keep the original ticket, the original receipt (which can be requested at the point of purchase), **must** accompany your claim.

TAXIS

Will only be paid if the claimant is disabled and/or where no suitable public transport is available or in the case of an emergency. The use of a taxi will have been agreed with the Inquiry in advance. An original receipt **must** accompany your claim.

PRIVATE CAR

If there is a bus or train route near your home, it is considered reasonable that this method is used – if you choose not to travel by bus or train, you may travel by private car and be paid at the mileage rate of 25p per mile.

If it is impracticable for you to travel by bus or train and it is essential that you use your car to undertake a journey, you **must** record the exact details and mileage of the entire journey.

(C) OTHER EXPENSES

PARKING FEES

Parking fees wholly and necessarily incurred for the necessary period of attendance at the Inquiry are reimbursed in full. An original receipt **must** accompany your claim.

(D) SUBSISTENCE

GENERAL

Subsistence is intended to reimburse you for the necessary additional costs associated with attending to give evidence to the Historical Institutional Abuse Inquiry.

Subsistence Rates	
Attendance Time	Amount
5 hours or less	£4.25
10 hours or less	£9.30
Overnight	£18.30

(E) FINANCIAL LOSS ALLOWANCE

A financial loss allowance is payable to compensate for any other expenditure (other than travelling or subsistence) which you would not otherwise have incurred. For example, you can only claim for loss of earnings or benefit suffered as a result of attending the Inquiry. This is subject to an upper limit of £67.00. You **must** claim for earnings/benefits *actually* lost.

For periods of absence (per day)

- Not exceeding 4 hours the maximum amount payable is £33.50
- Exceeding 4 hours the maximum amount payable is £67.00

Financial loss may not fully reimburse for loss of earnings. Its purpose is to provide some compensation and to relieve hardship as a result of attending the Inquiry. The period of absence includes any time spent travelling to and from the Inquiry. If you are an employee, then your employer either with a formal headed letter or with an official stamp must certify that actual loss has taken place. If you are self-employed then please ensure that you provide relevant evidence of self-employment such as a letterhead or firm stamp, and evidence of loss where possible to support your claim.

Financial loss allowance is not payable in cases of hypothetical loss – only where a financial loss was actually incurred.

(F) CHILD CARE FEES

Claims to cover child minding costs may be submitted up to an upper limit of £67.00. Evidence must be produced if you incur additional costs for child care arrangements.

Please note that if you are claiming for child minding fees in addition to loss of earnings, the total payable cannot exceed the upper limit of £67.00.

If you need to claim the allowance for either loss of earnings or child care please request a separate claim form. Please note that the Inquiry's decision on payment of compensation for financial loss is final.

(G) CLAIMS AND PAYMENTS

Payment can only be made to the person who undertook the travel. The payment method is by credit transfer or payable order issued to your home address, unless you specifically request that it go to an alternative address.

Your claims, with full supporting details, original receipts etc., should be sent to:

If you live in Northern Ireland or other parts of the UK

**FREEPOST
HIA INQUIRY**

If you live outside Northern Ireland and the UK

**HIA Inquiry
PO Box 2080
BELFAST
BT1 9QA**

If you require any exceptional arrangements, or need any general advice, please contact the Inquiry's Secretariat on 028 90720600.