

Grenfell Tower Inquiry

Witness Expense Policy

Rates effective from January 2020

Introduction

1. This document gives the current rates and upper limits of the allowances payable to witnesses called to give oral evidence to the Grenfell Tower Inquiry. The Inquiry team will discuss the range of support available with individual witnesses.

Allowances

2. The Inquiry will pay a subsistence and reimburse travel and other related expenses as set out below. In most cases expense claims will need to be supported by receipts and submitted within one month of attendance.

Witness travel expenses

3. The Inquiry will reimburse all reasonable travel costs as set out below:
 - **Public transport:** Rail, bus, coach and tube fares at standard rates will be reimbursed in full.
 - **Motor car/motorcycle:** If you use your own car or motorcycle to travel to the Inquiry, you will be paid 32p for each mile.
 - **Car parking:** Car parking charges will be reimbursed in full with prior agreement.
 - **Congestion Charge (CC) and Ultra Low Emission Zone (ULEZ):** It may be possible, with prior agreement, that CC and ULEZ charges incurred by attending will be reimbursed in full.
 - **Taxis:** Dependent on your individual needs, travelling by taxi may be more appropriate than other forms of transport. Prior approval should be obtained from the Inquiry team.

- **Other transport:** If you intend to use a form of transport that is not listed above please contact the Inquiry team (hearingenquiries@grenfelltowerinquiry.org.uk).

Companion's expenses

4. If you require a companion to accompany you (such as a carer or family member) to the Inquiry, their travel costs will also be reimbursed provided prior approval has been obtained from the Inquiry Team (hearingenquiries@grenfelltowerinquiry.org.uk).

Overnight accommodation

5. If you are attending the Inquiry as a witness and you need to stay in London overnight, please seek prior approval from the Inquiry team. (hearingenquiries@grenfelltowerinquiry.org.uk).
6. In most cases the Inquiry team will arrange hotel accommodation for witnesses and pay for it directly. A £25 overnight subsistence can be claimed, which includes the cost of an evening meal. Receipts will be required upon request.

Advance payments

7. Advance payments are only available in cases of an urgent need to enable you to travel to the Inquiry. This may be in the form of cash, cheque, rail travel warrant or rail tickets. In an emergency, contact your legal representative or the Inquiry's witness liaison team at hearingenquiries@grenfelltowerinquiry.org.uk for advice. You must declare any cash/cheque advances or rail warrants/tickets you are given on the claim form.
8. If you will be travelling by plane, in most cases the Inquiry team will arrange your flight.

Loss of earnings – employed persons

9. The maximum amount of earnings lost that may be repaid is:
 - For an absence from work up to 4 hours: £33.50
 - For an absence from work over 4 hours: £67.00
10. These payments are not subject to income tax or other statutory deductions. To claim loss of earnings, you must complete the 'additional information' section of the claim form certifying the earnings you have lost. This must be signed by your employer after your attendance at the hearing. Please contact us if you feel you have particular circumstances that need to be taken into account.

Loss of earnings – self-employed persons

11. The maximum amount of earnings lost that may be repaid is:

- For an absence from work up to 4 hours: £42.95
- For an absence from work over 4 hours: £85.90

12. Payments to compensate for temporary loss of profits are taxable as receipts of a business. To claim loss of earnings, you must provide appropriate evidence of self-employment. You may be required to provide evidence of your loss of earnings.

Childcare costs

13. With the prior agreement of the Inquiry Team, witnesses may claim for the reasonable cost of additional childcare required to allow you to give evidence at the Inquiry (if you are not covered by an employer childcare scheme). Any childcare provider needs to be registered by Ofsted.

14. It remains your responsibility to arrange childcare. You will need to complete the 'additional information' section of the claim form, certifying the amount you have paid. As with all other expenses, receipts will need to be provided.

Other costs

15. If you incur any costs not covered in the above, you will need to provide an explanation for the expense with related receipts. The Inquiry will consider the information and will notify you whether it agrees to pay these other costs.

Making a claim

16. Please fill in the GTI expense form, and return to hearingenquiries@grenfelltowerinquiry.org.uk.

Time limit for claims

17. Expenses must be claimed within 30 days of the date the expenditure was incurred. Any claims received after this will not be processed or paid. Should you have any queries, please contact hearingenquiries@grenfelltowerinquiry.org.uk.