



Guidance for submitting Expense Claims by AWMSG and Sub-Group Members

This guidance is for members of the All Wales Medicines Strategy Group (AWMSG), The All Wales Prescribing Advisory Group (AWPAG), the One Wales Medicines Assessment Group (OWMAG), the Licensed One Wales Medicines Assessment Group (LOWMAG), the Commercial Arrangement Scheme Wales Group (CASWG) and the AWMSG Scrutiny Panel.

AWTTC is responsible for the repayment of expense claims to members of AWMSG and its sub-groups in accordance with NHS Wales and Cardiff and Vale (CAV) University Health Board (UHB) guidelines. Please review the following key points:

- All claims must be submitted within 3 weeks of the meeting date using form CV4 for all **non UHB employees**. **CAV UHB employees** must use the electronic expenses system. Forms will be available at each meeting and are also available on request from AWTTC.
- Expense claims will be settled monthly by the Payroll Department of CAV and paid into your nominated bank account on the 21st of the month.
- Claims older than three months when submitted may not be paid unless there are exceptional extenuating circumstances for the delay in submission.
- All claims should be submitted to: The Administration Manager, All Wales Therapeutics and Toxicology Centre, The Routledge Academic Centre, University Hospital Llandough, Penlan Road, Vale of Glamorgan, CF64 2XX. Please note that scanned images will be accepted via AWTTC@wales.nhs.uk

Members are asked to provide receipts when making a claim for expenses which may include toll, car parking, childcare or locum fees. Claims will be forwarded from the AWTTC office to the Payroll Dept once verified and authorised by AWTTC.

It is the responsibility of members to check that any outstanding claim has been paid into the nominated bank account.

Travel

NHS Wales mileage allowance rates with effect from 1 April 2022:

STANDARD RATE OF MILEAGE ALLOWANCE PAYABLE FOR USE OF PRIVATE MOTOR CARS ALL FUEL TYPES (as at October 2024)

Mileage threshold per annum

Up to 10000 miles in the tax year: 45p per mile

Over 10000 miles in the tax year: 25p per mile

RATE OF MILEAGE ALLOWANCE PAYABLE FOR USE OF

Private Motor Cycles 29p per mile

Pedal Cycles 20p per mile

E-Bikes 20p per mile

Passenger Supplement (per passenger) 10p per mile

Day Subsistence Allowance

You are entitled to a Day Subsistence Allowance. The amount you are entitled to depends on the length of time you spend per day on official business:

Up to 5 hours: **£5**

Up to 10 hours: **£15**

Where meals are provided at the meeting, day subsistence will not be applicable or reduced according to the hours you spend on official business.

Incidental Expenses Allowance (this allowance is subject to a tax liability) per 24 hours period: **£4.20**.

Overnight Subsistence Allowance

Where an overnight stay is necessary up to a maximum of **£75** may be claimed for overnight B&B accommodation. An evening meal allowance up to the maximum of **£25** may be claimed upon submission of appropriate receipts. The day subsistence allowance may not be added towards the overnight subsistence allowance.

If account facilities are in place, members may be permitted to request the accommodation charges be invoiced to AW TTC directly. You will be informed by AW TTC whether this option is available on a meeting-by-meeting basis.

If you choose to stay with friends or relatives, you may claim **£25** a night plus a Personal Incidental Allowance of **£4.20p** per day. Meal allowance is not payable in addition.

Honorarium

AWMSG and sub-group voting members employed **outside** of the NHS may claim an honorarium of **£175 for a full day meeting (over 4 hours)** or **£100 for a half day meeting (up to 4 hours)**.

An honorarium is a token payment for services rendered voluntarily and is only payable to lay members or members employed outside of the NHS. It is subject to income tax at a rate of 20% unless documentary evidence for exemption is provided from Her Majesty's Revenue and Customs (HMRC). If entitled, the claim for an honorarium should be included on an expense claim form.

The secretariat will provide members with an expense claim form, which must be duly completed and signed prior to submission to AWTTTC.

Lay Members

Lay members are recruited to actively sit on committees where they will make formal decisions and recommendations on behalf of AWMSG or its sub-groups.

Lay members are offered the following rates for meetings in which they have attended in recognition of reading, preparation and correspondence pre and post meeting.

- **£175** – scheduled meetings of **more than 4 hours**
- **£100** – scheduled meetings **up to and including 4 hours**

Locum backfill reimbursements to NHS GP Practices

AWTTTC reimburses locum cover for NHS general practice committee members, chairs, and vice chairs attending AWMSG or its sub-groups. Maximum reimbursement is **£1000 per day (over 4 hours)** or **£500 for half a day (up to and including 4 hours)**.

Practices must submit locum reimbursement claims to AWTTTC with an invoice detailing hours covered, the locum's name, provider or agency, and claimed

rate. For external agencies, include their invoice as support. All reimbursements are paid directly to the claimant's practice.

Locum reimbursements will be processed exclusively upon receipt of an invoice accompanied by a copy of the agency locum invoice. A purchase order number will be issued following successful verification and authorisation. Please address invoices to The Administration Manager, All Wales Therapeutics and Toxicology Centre, The Routledge Academic Centre, University Hospital Llandough, Penlan Road, Vale of Glamorgan, C64 2XX, or submit via email to awttc@wales.nhs.uk.

Self-employed NHS GP Locums attending AWMSG or its sub-groups meetings

Self-employed GP locums working in the NHS will be personally reimbursed at a rate of **£600 per day (more than 4 hours)** or **£300 for half a day (up to and including 4 hours)** upon receipt of a completed invoice.

Self-employed GP locums need to submit an invoice to The Administration Manager, All Wales Therapeutics and Toxicology Centre, The Routledge Academic Centre, University Hospital Llandough, Penlan Road, Vale of Glamorgan, C64 2XX or via email at awttc@wales.nhs.uk.

Locums from private practices or other commercial organisations will not be entitled to claim for any locum costs.

Locum Backfill Pharmacists

AWTTC will reimburse up to a maximum of **£350 per day (over 4 hours)** or **£175 per half day (up to 4 hours)** for locum cover needed by committee members, chairs, and vice chairs working in pharmacies so they can attend AWMSG or its sub-groups.

Pharmacies must submit locum reimbursement claims to AWTTC using an invoice. The invoice should include details such as the hours of locum coverage, the name of the individual, organisation, or agency providing the cover, and the claimed rate. If an external agency is used, a copy of the agency's invoice must be provided as supporting documentation. All locum reimbursements will be paid directly to the claimant's pharmacy.

Locum reimbursements will be processed only upon receipt of an invoice accompanied by the agency locum invoice. A purchase order number will be

assigned after successful verification and authorisation. Please submit invoices to: The Administration Manager, All Wales Therapeutics and Toxicology Centre, The Routledge Academic Centre, University Hospital Llandough, Penlan Road, Vale of Glamorgan, C64 2XX, or by email at awttc@wales.nhs.uk.

Committee Chair reimbursement and remuneration

The AWMSG Chair is paid in accordance with their contract with the Welsh Government.

Contact us

If you have any queries regarding travel and subsistence claims, or you would like a copy of the claim form, please contact AWTTTC on 02921 826900 or email AWTTTC@wales.nhs.uk