

Expenses Guidance - Infected Blood Memorial Committee

Please find guidance below detailing what can be claimed by community members who are attending **Infected Blood: A Service of Recognition, Remembrance and Reflection**.

The service will take place at St. Paul's Cathedral on Tuesday, 19 May 2026 at 11:00 am. Doors will open at 10am so that attendees have time to take their seats. The cathedral will close by 13:00 pm.

We know that for many, making the journey to London will involve travel and accommodation costs. However, the Committee has a finite budget to deliver the Inquiry's recommendations on memorialisation.

We are reserving financial assistance for those in the community who need it the most and who would otherwise not be able to attend without financial support.

We kindly ask that you only claim travel and accommodation expenses if financial help is truly necessary for you. By covering your own travel where possible, you directly help us ensure that every member of the community who needs help can join us on the day.

Less than half of attendees to the Church House event (19th November 2025) claimed expenses.

Claiming Expenses Process

1. All expenses requests need to be approved by the Infected Blood Memorial Committee Secretariat.
2. To gain approval **you must email ibmemorialisation@cabinetoffice.gov.uk before 13 April 2026** with your request and estimated cost.
3. A maximum of **£195 (£162 + vat)** per room for one night can be claimed for accommodation, but reasonable costs, travelling distance and individual circumstances will be considered when deciding claims.
4. The Secretariat will confirm your request before 1st May 2026.
5. **After the service you must complete [expenses form](#) (online or in person after the service) and share receipts of your expenses before the 19th June 2026.**
6. Reimbursement will be made after you have attended the event in May. Provided all information submitted is correct, payment of your expenses should be made by BACS as soon as possible.

Receipts

- All expense claims must be supported by receipts for each individual expense, except mileage claims.
- The receipt must clearly show the date of travel, where you travelled to and from, and the price paid.

- Claims can be made by email/google form, and a photo of the receipts must be shared.
- We will also have an expenses desk available in the Cathedral after the service where you can get help with submitting your expenses.
- Claims and receipts received after 19th June 2026 (1 month after the service) will not be accepted.

Travel Expenses

- The Infected Blood Memorial Committee Secretariat are unable to book travel on behalf of attendees.
- Tickets should be booked as soon as possible so that less expensive fares are secured.
- Mode of transport:
 - We will refund train, coach or air travel at standard or economy class only. We cannot refund the costs of parking.
 - You must gain written agreement from the Secretariat if you require non-standard/economy classes on health grounds.
 - Rail, tube and bus services should be used for journeys in London and other cities where this is more convenient, quicker and cost-effective.
 - Taxis may be more appropriate than other forms of public transport but if your journey is longer than 20 miles you must obtain prior approval from the Memorial Committee Secretariat.
 - Car and motorcycle mileage will be reimbursed at 26p per mile.

Accommodation

- Accommodation expenses can only be provided if you live more than 3 hours from the event venue.
- Accommodation can only be reimbursed for one night.
 - This must be the night before the service (Monday 18th May 2026).
 - Accommodation following the event will not be reimbursed.
- Where possible please book accommodation near to the venue to reduce travel costs in London.
- If you feel there are any personal circumstances that may affect this please contact us (you must obtain approval from the Memorial Committee Secretariat prior to booking should there be personal circumstances (outside of those listed above) requiring an overnight stay).
- The following maximum rates per room for one night apply to claims for:
 - Hotel (bed and breakfast rate)/self-catering accommodation: **£195 (£162 + vat) London** (for a double, twin or single occupancy room).
- If your accommodation costs more than the maximum rate, you will be reimbursed up to the maximum rate only.

Other costs

If you need help to cover costs that are not covered in this guidance, please contact, ibmemorialisation@cabinetoffice.gov.uk. The team will review the claim and notify you if the

costs will be paid.