

FAQ on Expenses

- **Can I claim expenses for the 19 May 2026 Service at St. Paul's Cathedral?**

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 Sir Brian Langstaff'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.

- **How do I claim expenses for the 19 May 2026 Service at St. Paul's Cathedral?**

All expenses requests need to be approved by the Infected Blood Memorial Committee Secretariat.

To gain approval you must [email ibmemorialisation@cabinetoffice.gov.uk](mailto:ibmemorialisation@cabinetoffice.gov.uk) before 13 April 2026 with your request and estimated cost.

The Secretariat will confirm your request before 1st May 2026.

You must complete [the online expenses form](#) and share receipts of your expenses before the 19th June 2026.

- **When are your expenses reimbursed for attending the service?**

Reimbursement will be made after you have attended the event in May.

- **What are the maximum rates for accommodation?**

The maximum rate per room per night for a hotel (bed and breakfast) or self-catering accommodation in London is £194.40 (£162 + VAT) for a double, twin, or single occupancy room.

- **When will I receive payment for my expenses?**

Provided all information submitted is correct, payment of your expenses should be made by BACS as soon as possible after you have attended the service and submitted your receipts.

- **What types of travel expenses are reimbursed?**

Train, coach, or air travel at standard or economy class only will be refunded. Rail, tube, and bus services should be used for journeys in London and other cities when convenient, quicker, and cost-effective. Car and motorcycle mileage will be reimbursed at 26p per mile.

- **Are taxis reimbursed?**

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.

- **What expenses are *not* reimbursed?**

The Infected Blood Memorial Committee is unable to reimburse international travel, the costs of parking, or claims for lunches, dinners, or snacks.

- **Do I need receipts for all expenses?**

All expense claims must be supported by receipts for each individual expense, with the exception of mileage claims. For any other incidental expenses, please ensure you provide supporting receipts, and all claims are made within one month of attending the event.

- **What information should travel expense receipts include?**

Claims for travel expenses must include tickets that clearly show the date of travel, where you traveled to and from, and the price paid.

- **Can the Infected Blood Memorial Committee Secretariat book my travel?**

No, the Secretariat is unfortunately unable to book travel for participants.

- **When should I book tickets?**

Tickets should be booked as soon as possible to secure less expensive fares.

- **What if I have incurred costs not covered in this guidance?**

If you need help to cover costs 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.