

Reviewer Cancellation Expenses Policy

If Challenge Partners informs a reviewer that they are no longer required for a QA Review or Trust Peer Review, Challenge Partners will be able to cover non-refundable travel and accommodation expenses only according to the policy below.

When booking accommodation and travel for your review please always book refundable options if available.

1. Criteria

To make a claim, the claimant **must** have confirmed with Challenge Partners in writing their attendance on the review prior to the review and should also meet **one** of the following criteria:

- a) Received communication from Challenge Partners cancelling the review for which they were confirmed.
- b) Received communication from Challenge Partners moving them from one review to another. In this case, a claim can be made for the original review.
- c) Received communication from Challenge Partners stating that an in-person QA Review for which they were confirmed has become a virtual Leadership Quality Assurance Review (vLQAR), if applicable.

In order for a claim to be made, the communication from Challenge Partners must have been received **14 days or less** before the first day of the confirmed QA Review or Trust Peer Review.

Claims **cannot** be made if:

- The reviewer withdraws themselves from the review
- The reviewer did not confirm their attendance with Challenge Partners prior to the review
- The reviewer receives confirmation from Challenge Partners more than 14 days before the date of the confirmed QA Review or Trust Peer Review.

2. Allowable travel expenses

- 2.1. **Public transport** should be used wherever possible and should be refundable, purchased in advance, standard class tickets. First class or business travel should only be used if agreed with us in advance and if all other alternatives are unavailable or the expense matches that of standard class due to price breaks (e.g. as provided by a railcard), and this should be demonstrated when the expense claim is submitted.
- 2.2. The **mileage allowance** is set by HM Revenue and Customs (HMRC) as AMAPs (Approved Mileage Allowance Payments). Current allowances can be found [here](#)
- 2.3. Any domestic **air travel** should be economy class and must be approved *prior* to such expenses being incurred with evidence that it is the most efficient means of transport (balancing cost and time). International air travel cannot be claimed.
- 2.4. When travelling by air, it should be to the closest available major (Heathrow, Gatwick, Manchester, etc.) or regional (Bristol, Newcastle, Penzance, etc.) airport of the required work location, and travel expenses may be claimed from the airport to that work location.
- 2.5. Challenge Partners will always reimburse at the lowest rate for travel if tickets are non-refundable.

3. Allowable accommodation and subsistence

Peer reviewers will be reimbursed for accommodation costs incurred under the following conditions:

- 3.1.1. Hotel accommodation should be booked in advance at the best possible refundable rate which may be higher than the cheapest non-refundable rate, but should not exceed the below:
 - Up to £100/night for up to two nights per cancelled review
 - Up to £150/night for up to two nights per cancelled reviews where the school being reviewed is located in an Inner London borough: Camden, Islington, Tower Hamlets, Southwark, Lambeth, Lewisham, Lewisham, Kensington and Chelsea, Hammersmith and Fulham, Westminster, City of London, Wandsworth
- 3.1.2. Where possible, accommodation should be refundable in case of any cancellations.
- 3.1.3. Parking fees at a hotel when overnight accommodation is necessary will be reimbursed
- 3.1.4. Challenge Partners will reimburse for up to two nights per cancelled review.
- 3.1.5. Challenge Partners will not be able to cover any claims made for food or drink either pre-paid prior to a review or consumed during a QA Review or Trust Peer Review if cancelled part way through.

4. Claims Procedure

- 4.1. Challenge Partners will email peer reviewers informing them of the cancellation and providing an expenses claim form.
- 4.2. Peer reviewers are responsible for the payment of expenses as they are incurred, retaining the receipts and attaching these to the expense claim form should a refund be required.
- 4.3. All expense claims should be made using the official Challenge Partners claim form and submitted with the expense receipts. Any claims not supported by receipts will not be paid.
- 4.4. Invoices and receipts as proof of purchase must be sent together with the claims form, via post or email, to Challenge Partners: Challenge Partners, John Keats Primary School, 391 Rotherhithe New Road, London, SE16 3FN, finance@challengepartners.org.
- 4.5. Expense claims will be paid via BACS, to the bank details provided, within 30 days of receipt.
- 4.6. Please note that all sums stated in this policy are exclusive of VAT (unless stated otherwise). Please note that if you are VAT registered you are only able to charge VAT on the net value of expenses.