

Reviewer Cancellation Expenses Policy

Quality Assurance Review and Trust Peer Review

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

Booking Travel and Accommodation

Please always book refundable options when available.

1. Criteria

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

- Received communication from Challenge Partners cancelling the review for which they were confirmed.
- Received communication from Challenge Partners moving them to a different review. In this case, a claim can be made for the original review.

Claims must be made if the communication from Challenge Partners is received **14 days or less** before the review start date.

Claims cannot be made if:

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

2. Allowable travel expenses

- Public transport** should be used wherever possible and should be refundable, purchased in advance, and standard class. First class or business travel may be used only if agreed in advance or if it matches the cost of standard class due to price breaks (e.g., a railcard).
- 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. Domestic air travel should be economy class and approved in advance. 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.

3. Allowable accommodation and subsistence

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

3.1.1. Hotel accommodation should be booked in advance at the best possible refundable rate. The following rates apply:

- Up to £104/night for up to two nights per cancelled review.
- Up to £156/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, 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. Challenge Partners will reimburse for up to two nights per cancelled review.

3.1.4. 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 reviewers about cancellations and provide an expense claim form

4.2. Reviewers must pay expenses upfront, retain receipts, and attach them to the claims form when submitting for reimbursement. Any claims not supported by receipts will not be paid.

4.3. Invoices and receipts as proof of purchase must be sent together with the claims form, via post or email, to Challenge Partners: Challenge Partners, Oxford House, 49 Oxford Road, London, N4 4EY, finance@challengepartners.org.

4.4. Expense claims will be paid via BACS, to the bank details provided, within 30 days of receipt.

4.5. 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.