

## Appendix 2

NHS Fife Financial Operating Procedures, June 2014

Section 9 (e) pages 123 & 124

### **9(e) PAYMENT OF PATIENTS' TRAVEL EXPENSES Entitlement to Full Remission and Payment**

1.1 When a patient (or partner) is in receipt of one or more of the following benefits:

- Income Support
- Universal Credit
- Income-related Employment and Support Allowance
- Income-based Jobseekers Allowance
- Pension Credit Guarantee Credit
- NHS Tax Credit Exemption Certificate

there is an entitlement to a refund of any reasonable amount spent on travel to receive treatment at an NHS hospital.

1.2 Paragraph 1.1 applies in the case of travelling expenses of a companion where: -

(a) That patient is a child (under 16); or

(b) It is necessary on medical grounds for the patient to be accompanied.

1.3 Paragraph 1.1 also applies to the case of overnight accommodation expenses necessarily incurred.

1.4 The travelling expenses, including as applicable overnight accommodation expenses, are to be the costs of travelling by the cheapest means of transport and of overnight accommodation in the cheapest facilities reasonably available.

**Note: Universal Credit will be gradually introduced across the UK from October 2013 and by 2017 it will have replaced Income Support, Housing Benefit, income-based Jobseekers Allowance, income-related Employment and Support Allowance and Tax Credits (Working Tax Credit and Child Tax Credit).**

### **2 Payment of Relevant Travelling Expenses - (Refer Financial Operating Procedure 7(d))**

2.1 Where a payment falls to be made for travelling expenses, a Travel Claim Form PTX1 (Section 7(d) Appendix A) should be completed. The patient shall sign this and provide evidence of their entitlement.

- 2.2 If the patient does not have any documentation, then they should complete form HC5 and submit it to the Benefits Agency for confirmation of benefit. No payment shall be made until confirmation has been received.
- 2.3 The patient is required to provide tickets/receipts if travelling by public transport. If not available or if travelling by private car the patient shall be reimbursed at the agreed rate, which is subject to review by the Assistant Director of Finance - Financial Services. Currently this rate is 18p per mile.

That payment shall be made: -

- (a) In a case where the relevant travelling expenses are incurred by a person in attending a hospital, by that hospital; or
- (b) In any other case, by the Health Board.

### **3 Other Patients**

- 3.1 Patients who do not meet the criteria in paragraph 1 are not entitled to reimbursement.
- 3.2 Patients can however apply to NHS Fife, which has discretion to reimburse reasonable expenses. NHS Fife will view such applications on an individual basis.