

INDEPENDENT CUSTODY VISITING

SUMMARY OF EXPENSES FOR REIMBURSEMENT

Mileage	45p per mile
Public Transport	Will be reimbursed – any relevant tickets/proof of purchase must be attached to the designated claim form
Car parking	Will be reimbursed – any relevant tickets/proof of purchase must be attached to the designated claim form
Carers Allowance (including childcare)	Will be reimbursed under circumstances that have been previously agreed. Any relevant receipts must be attached to the designated claim form
Subsistence	Will be reimbursed up to an agreed level if ICVs are required to purchase food as a result of attendance at official ICV events such as training or conferences.

Please note that the OPCCN, works within strict budgetary guidelines and all claims are subject to close scrutiny.

Whilst mileage will be paid as a matter of course for routine ICV visits, for any other journey or activity likely to incur considerable cost, these must be agreed with the Scheme Administrator before undertaking any such journey or activity.