

Humber Primary Care Collaborative

Loss of Earnings Reimbursement Policy

1. Policy Statement

- 1.1 The LMC will reimburse members of the Humber Primary Care Collaborative (HPCC) for loss of actual earnings exclusively incurred in connection with attending authorised meetings of the HPCC.
- 1.2 Funding is limited and is supported by CCG transitional arrangements.

2. Who can claim expenses under this policy?

- 2.1 Full HPCC members as published on the [HPCC webpage](#). Co-opted members and affiliated members are not able to claim loss of earnings, unfortunately.
- 2.2 Expenses may be claimed for attendance at any meeting or event where attendance has been authorised in advance by agreement with the membership of the HPCC.

3. Travel Expenses and Overnight Accommodation

- 3.1 Travel expenses and accommodation costs are not reimbursable.

4. Specific Arrangements

- 4.1 Loss of earnings may be claimed by GP Partners, Salaried GPs, Locum GPs and Practice Managers attending HPCC meetings.
- 4.2 Loss of earnings may be claimed at a rate of up to £90 per hour up to a maximum daily amount of £525 for GPs. Non GP members may claim loss of actual earnings at a rate of up to £50 per hour up to a maximum daily amount of £400.
- 4.3 Loss of earnings cannot be claimed where working hours have been swapped and no additional clinical work is performed. There is a cap of 8 hours loss of earnings claim per member per month.

- 4.4 To comply with HMRC rules, loss of earnings must be invoiced separately on headed paper. Claimants should include payee name, bank sort code, bank account number and business address on each invoice. The date, title and duration of each meeting attended, together with the name of the attendee, should be set out on each invoice. The standard expenses claim form should not be used.
- 4.5 Invoices must be received within 30 days of the day of actual loss of earnings. Invoices received after this date will not be reimbursed.