

## Travel and Expenses Claim Process

All claims made require a travel expenses form to be completed in relation to the child in placement. This is usually for trips over and above the day-to-day family life. Where unusually high travel is expected this needs to be agreed as part of the Placement Plan.

Foster carers can claim on a monthly basis for mileage related to the specific needs of the child as detailed in the child's plan. The current rate is **45p per mile**, however foster carers are **deducted 10%** of the daily age-related amount of the maintenance element for each days journey that they are claiming for.

**Due to how these claims can be processed please only claim mileage where this has exceeded the 10% threshold as any deductions applied by finance will be taken away from your final mileage claim. Therefore the table below shows the minimum number of miles that should be undertaken before any claim is submitted.**

Weekly Maintenance Rate 2024-2025	10% Daily Rate applied	Mileage Threshold Minimum (only claim above this figure)
£197.08	£2.82	6.2
£203.54	£2.91	6.4
£224.00	£3.20	7.1
£256.31	£3.66	8.1
£299.38	£4.28	9.5

**An example of how to understand the 10% threshold is as follows:**

If a foster carer is claiming 20 days worth of journeys then they would be deducted 10% of their daily maintenance related fee for **each** child for 20 days. This 10% is deducted as this is included in the Foster Carers Maintenance payment.

If you include travel which is less than the 10% threshold, payments, based on the weekly maintenance rate of £197.08, would be calculated as follows

Number of miles claimed	Amount of Mileage Claim`	10% Daily Rate	Amount of claim
5	£2.25	£2.82	£- 0.57
5.4	£2.43	£2.82	£- 0.39
10	£4.50	£2.82	£ 1.68
<b>Total amount of payment to carer</b>			<b>£ 0.72</b>

**\*\* Foster Carers should wherever possible claim for the shortest route when making a journey, however safety of a route is the priority when travelling \*\***

Foster Carers <u>can</u> claim for:	Foster Carers <u>can NOT</u> claim for:
<ul style="list-style-type: none"> <li>• Trips to and from school</li> </ul>	<ul style="list-style-type: none"> <li>• Children’s parties</li> </ul>
<ul style="list-style-type: none"> <li>• Any clubs in which are included in the child’s plan (scouts, guides, school clubs)</li> </ul>	<ul style="list-style-type: none"> <li>• Family activities – trips to the cinema, going out for dinner</li> </ul>
<ul style="list-style-type: none"> <li>• Travelling to and from family time including toll and ULEZ charges where applicable.</li> </ul>	<ul style="list-style-type: none"> <li>• Clubs outside the child’s care plan</li> </ul>
<ul style="list-style-type: none"> <li>• Travelling to and from medical appointments (GP, hospital) including toll and ULEZ charges where applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Family holidays</li> <li>• Clothing/ toiletries</li> </ul>
<ul style="list-style-type: none"> <li>• VSK participation events.</li> </ul>	<ul style="list-style-type: none"> <li>• Foster carers attendance at support groups and training</li> </ul>

## Guide to Completing a Foster Carer Travel Claim Form

The travel expense form is now a 4 stage digital process on the Kent Fostering Handbook.

1. The first stage is for the foster carer to make a claim for mileage which is submitted digitally through the Foster Carer Handbook. [Home - Kent Fostering Handbook](#)

On the home page of the Foster Carer Handbook you will see **‘Claim Travel Expenses’**, by clicking **‘Submit a claim’**, a form will be opened for you to complete.

Work your way through the claim form options including adding your mileage and expenses. Once completed please **submit your claim**. There is capacity to save your claim for completion at a later date by using the **‘Save’** button which can be found at the bottom of the form. Please use the e-mail link that is generated to return to the saved version of your form. This is the only way to access the ‘saved’ version.

2. Once your claim has been submitted this will automatically be sent to your fostering team’s Business Support Officer (BSO). Foster carers identify their support team at an earlier part of the form.

The BSO will receive an automated email notification to review the completed claim form where they can either edit, query, or approve the claim.

If the claim is queried, you will receive an email notification informing you that a query has been raised. The link within the email can be used to return to the mileage and expenses form. Once the query has been completed, please resubmit the form. An alert will be sent to the BSO notifying them that the query has been actioned and the claim resubmitted for approval. The BSO will check that the response has been satisfied according to our mileage and expenses guidance and will approve.

3. Once approved, the team manager receives an automated email requesting final approval. The team manager does have the option to return the claim to the BSO for further review with notes if required and you may be contacted about this. Once reviewed the claim is returned to the team manager for final approval.
4. Following approval by the team manager the claim is sent to the Cantium Fostering Payments Team with instructions to pay the claim. An alert is then sent to the foster carer and BSO that this final stage has been reached.

*Should the Payments Team query your mileage/expenses claim at that point, there is no way for you to amend or edit the existing form. Another form will need to be completed and submitted following the above process.*

# Travel Expenses Claim Process

