

REIMBURSEMENT OF PERSONAL EXPENSES USING WEBEXPENSES

As discussed with your coordinator, DKMS will reimburse any reasonable personal expenses related to your medical assessment and donation.

Please bear in mind that we can only reimburse costs evidenced by itemised receipts and these should be provided with your reimbursement claim.

We have included some guidelines below to help you submit an expenses claim.



FOOD AND DRINK

Food and drink expenses can be reimbursed up to £35 per day (plus £35 per day for your companion on your donation day). We cannot reimburse any costs for alcoholic drinks.



PUBLIC TRANSPORT

CT Travel, our trusted travel partner, will arrange travel for you in advance. However, should there be any unexpected additional expenses when you travel to your medical assessment or your donation, we will reimburse any claims relating to standard class public transport costs (e.g. trains, taxis). This will also apply to your companion when travelling to your donation.



MILEAGE AND PARKING

Any mileage undertaken in your personal vehicle relating to travel to and from your medical assessment and/or your donation can be reimbursed at the current tax valid amount of 45 pence per mile. For example:

Home to airport/station/hotel/hospital, and return trip (e.g. 10 miles @45p per mile = £4.50 to be reimbursed).

Any parking costs directly relating to your travel to and from your appointments can be reimbursed.



DRIVING IN LONDON

If your appointment is in Central London, we will reimburse the Congestion Charge and the Ultra Low Emission Zone (ULEZ) charge, if applicable.

Please follow payment instructions provided on the TFL website:
<https://tfl.gov.uk/modes/driving/pay-to-drive-in-london>

It's important that you ensure all charges are paid in full to avoid penalties. Penalty fee or default charges will not be reimbursed. Please note the Congestion Charge/ULEZ needs to be paid only for the days the car is in use, so if, for example, you drive into London on Monday, do not use the car on Tuesday and drive out again on Wednesday, you would not need to pay Congestion Charge/ULEZ charges on Tuesday.



LOSS OF EARNINGS

Up to £200 per day (depending on your normal daily wage) can be reimbursed, if you are not granted paid leave. Note NI and tax will be applied and deducted from this sum.

If your employer asks you to take unpaid leave in order for you to attend your medical assessment and donation, please provide the following information in your reimbursement claim:

- Confirmation of dates of unpaid leave, signed by your manager and on company headed paper or by an official work email.
- Your most recent payslip, which would be used to calculate your daily wage.

If you are self employed, please provide the following:

- Evidence of self-employed status (e.g. UTR/Tax Reference number, business name and address).
- Evidence of loss of earnings, for example recent invoices.



NEXT STEPS

All expense claims are processed through WebExpenses, an online reimbursement platform.

To use the platform, you will first need to either download the app via the App Store on Apple or Android phones/tablets or go to www.webexpenses.com. As a DKMS donor, you will be sent login details by email, which will include a step-by-step guide on how to add an expense claim to the system.

There are just a few simple steps

1. Login to your account via the app/website
2. Create a claim
3. Take a picture of your receipt(s) and add them to your claim
4. Ensure you have completed all the relevant information/details
5. Click submit

Please try to submit your claim no later than 3 months after your medical assessment or donation. Subject to satisfactory receipt of your reimbursement claim, including all itemised receipts and any other documentation required, we will endeavour to process your claim within 10 working days.

It is possible to donate some or all of your expenses to DKMS. If you wish to do this, please indicate this on the WebExpenses portal and we will send you a donation receipt for any personal tax declarations. All donations to DKMS contribute to supporting our vital work matching incredible UK stem cell donors, like you, to people facing blood cancers and disorders all over the world.

If you have any questions, please don't hesitate to contact us using the details below.

020 8747 5660

donor.reimbursements@dkms.org.uk