

General Reward & Recognition claim form 2025/26

Please do not amend this form without prior approval

**Reward & Recognition Claim form**

**April 2025 to March 2026**

**Reward and Recognition Scheme:**

London Borough of Newham (LBN) and its contractors recognise the need to reward the contribution that customers make towards developing and enhancing their services. They have implemented a Reward and Recognition Policy that clearly outlines what rewards, financial or otherwise, are associated and paid where necessary.

THE COUNCIL CANNOT BE HELD RESPONSIBLE FOR ANY BENEFIT OR TAX IMPLICATIONS THAT MIGHT ARISE IF YOU CLAIM THESE PAYMENTS. IF YOU ARE UNSURE THEN PLEASE SEEK SUITABLE EXPERT ADVICE.

If you have attended any meetings or event, as listed below, then you are entitled to claim payment under the Council’s Reward and Recognition Policy scheme and also expenses for travel and some other costs.

Your contact information may be used to send you Co-Production related information. If you want to receive this information, please tick here. [ ]

Co-Production team use only Amount

**Total £**

**Please complete all of this form to make your claim. Incomplete forms may lead to a delay in your payment.**

**PLEASE WRITE CLEARLY**

**Name:**

**Address:**

**Post Code:**

**Contact number:**

**PLEASE INDICATE YOUR CHOICE OF PAYMENT METHOD**

**BACS: Yes/No**

**Donation: Yes/No**

**If Yes, name of Charity:**

*\*Donations to charities do not affect any benefits.*

**If BACS, then CUSTOMER BANK DETAILS are required but only for first claims and are made directly into a nominated bank account.**

**If you want to update you bank details, please tick here [ ] and provide your updated details below.**

|  |  |
| --- | --- |
| **Full & exact name on bank account** |  |
| **Name of Bank** |  |
| **Account Number:** |  |  |  |  |  |  |  |  |
| **Sort code:** |  |  |  |
| **Home Address:** |  |
|  |
| **Post Code:** |  |
| **Email (To receive Remittance advice):** |  |

**Consent: By signing here, you agree for your details to be used to set you up as an Individual Vendor with Newham Council to receive this and future Reward and Recognition Payments via BACS.**

**Signed: Date:**

**Claim for payment under the Reward & Recognition Scheme**

**Please write clearly**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of meeting** **e.g. NCPF(A) plus name of Lead Officer** | **Date of meeting** | **Hours Claimed (or part hour)**Current rate is £13.85 from 1/4/24 | **Total Amount Claimed****£** |
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|  |  |  |  |
|  **Total** |  |
| **Use this calculator to work out the correct amount to claim**  |
| **½ hour** | **1.5 hours** | **2 hours** | **2.5 hours** | **3 hours** |
| **6.93** | **20.78** | **27.70** | **34.63** | **41.55** |

**Claim for Taxi or Public Transport Expenses**

**(If using Taxicard, then only claim the first £5 of each journey)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting date** | **Taxi Fare** | **Public Transport** | **Total Claimed****£** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Claimed** | **£** |

**Travel by Private Vehicle**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Meeting Date** | **Registration Number (if applicable)** | **Return Miles Travelled** | **Parking fee** | **Rate per Mile****Cars - 0.45p****Cycles - 0.20p** | **Total Claimed** **£** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Total Claimed** | **£** |

**Total Amount Claimed is:**

|  |  |
| --- | --- |
| Reward and Recognition | £ |
| Taxi or Public Transport | £ |
| Phone or broadband costs *(must be agreed with Lead Officer in advance)*  | £ |
| \*\*Carer or care costs (must be agreed with Lead Officer in advance) | £ |
| Private Vehicle | £ |
| Total Payment Claimed | £ |

*\*\*Approved receipt must be attached for each claim*

[ ]  I make the above claim and confirm that I attended meetings on the dates stated.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_**

On receipt of this claim, payment will normally be made within 21 days but in some cases this may be up to 28 days. All receipts must be provided with this claim and if not, there may be a delay in payment.

Claims should normally be made within a month in which the work took place. Any claims over 3 months old may be refused.

**Please email your claim form to:**

**** **Co-Productionteam@newham.gov.uk**

**Or take photos of all pages and send to:**

 **07970 406126**

**If in any doubt, please check with the Lead Officer or Project Lead BEFORE you make your claim.**

**Claim approved by:**

Lead Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_