Section 10: Invoicing and expenses

Fee rates
10.1 When we appoint a new expert, we agree standard rates for reports and attending hearings.

10.2 All your invoices should be calculated using your agreed fee rate. We are unable to pay invoices that do not use your agreed fee rate.

Changing fee rates
10.3 To discuss a change to your agreed fee rates please contact us.

10.4 We will consider whether we are able to agree to your amended fees:

  a If we agree to the changed fee rate, these then apply only to new cases from the date of the agreement.

  b If we can’t agree to the changed fee rate, we may negotiate. If we’re still unable to reach an agreed fee structure, you will need to decide whether you wish to continue at the original fee rates or remove yourself from our list of approved experts.

  c If you decide not to remove yourself from our list of approved experts, we would expect you to meet your obligations by completing work on any ongoing matters.

Fees and estimates
10.5 When we instruct you we will ask you to provide a fee estimate.

10.6 You should provide your estimate within five days of receiving our instructions.

10.7 Your fee estimate should be based on the amount of time you expect to spend either preparing the report or attending the conference/hearing. For written reports, you will need to carry out a review of the instructions and papers in order to provide an accurate
estimate.

10.8 We will let you know whether we are able to approve your fee estimate:

a  If we can approve your estimate, we will provide you with a purchase order number. You should quote this on your invoice.

b  If we can't approve your estimate, we may ask you to consider a lower fee.

10.9 Please don't begin work until we have approved your estimate. We can only pay for work that has been competed after an estimate has been agreed.

10.10 You should let us know as soon as possible if you are likely to exceed our agreed estimate. If your invoice is for more than the estimate, we will not usually be able to pay the difference unless we have already approved the additional fees.

Draft reports and revisions

10.11 We will not pay for time spent amending or correcting a draft report where we could reasonably expect those matters to have been covered in the original draft. For more guidance on written reports, see Section 3.

10.12 If we ask you to consider further issues or documents not mentioned in our letter of instruction, or to prepare a supplemental report, then we will need you to provide a new estimate for this additional work.

Attending conferences and hearings

10.13 You should invoice us only for the time actually spent at the hearing or conference, even if this is less than expected.

10.14 If you are at the hearing/conference for less time than expected we do not pay for all the time you were originally reserved to attend, unless you could not reasonably have arranged any other work during the time you were not needed.

10.15 We will not pay:

a. Travelling time.

b. Preparation.

10.16 We will not pay fees if we cancel any attendance at a hearing or conference unless you:

a. Suffer unavoidable financial loss or expense.
b. Use annual leave from your substantive NHS post which you are not able to cancel.

**Additional costs**

10.17 We will not pay:

a. Administrative, legal, accountancy, insurance, training and professional costs.

b. National insurance, income tax, value-added tax and other statutory charges.

**Sending us your invoice**

10.18 Please ensure your invoice carries:

a. GMC reference, this will likely be either a Case (C#) or SR number (SR#)

b. Purchase order number

c. Date

10.19 Please send your invoice via email to AccountsPayable@gmc-uk.org

**Expenses**

10.20 Our [Associate expenses policy](#) applies to all GMC experts.

**Expert reports**

10.21 We would not normally expect you to invoice us for any expenses when preparing a written report.

10.22 If you incur administrative costs then these should covered by you as part of your agreed fee rate.

**Attending conferences and hearings**

10.23 If we ask you to attend a hearing or conference, we will reimburse travel and subsistence expenses as set out in our [Associate expenses policy](#). We will not reimburse any expenses in excess of what is set out in the policy.
10.24 Do not complete an Associates Claim Form as suggested by the policy. This form doesn't relate to Experts. Instead please include details of your expenses on your invoice.

10.25 You should attach itemised original receipts to show all expenses. Credit and debit card vouchers won't be accepted. Any expenditure not shown on an itemised receipt may be deducted from your claim.

10.26 If you need overnight accommodation in Manchester, please contact our travel booking agent, CTM on 0330 008 2000. Tell them your booking is for the GMC, and they will make a hotel booking within the rates allowed in our Associate expenses policy.

10.27 You will need to pay the hotel bill yourself and then claim for reimbursement on your invoice.