

Guide to claiming expenses in order to attend Napo AGM and Conference in Eastbourne 2025:

The 2025 National Napo Annual General Meeting and Conference will be held at the Winter Gardens Eastbourne from Thursday 16 October at 2pm until 1pm on Saturday 18th October. The event is a hybrid event so you can register to attend online or in person. [AGM | Napo](#)

All Napo members may attend this conference remotely or in person and you are encouraged to do so as you will meet colleagues from all over England and Wales. Several officers from the current Family Court Section executive will be attending and we will support you in finding your way through AGM.

There will be motions to be debated which directly affect Family Court Section members. The deadline for submission of motions is noon on 13 August. Whether or not you are attending the AGM, you are entitled as a member to vote for the motions you want debating and we will write again when the motions are published with more information but you still have plenty of time to submit a motion as the deadline is noon on 13 August.

There are a range of fringe meetings on Friday lunch time and early evening and the evening entertainment is back on Friday night in the hall.

The Family Court Section Executive has agreed to refund the cost of conference registration for family court members attending conference and the cost of two nights accommodation at £108 per night maximum.

For members staying overnight, a contribution towards the cost of an evening meal, at the agreed Napo subsistence rates is claimable. If you are in any doubt about any of this, please speak to or email the chair, Nicola Kenney. We aim to go out together on the evening of 16th October to eat at a local restaurant.

For those attending in person, Napo FCS will reimburse reasonable travel costs. Could members who plan to attend AND claim travel expenses from the Section, please email Kathryn Holt (Kathryn.Holt@cafcass.gov.uk) with your proposed travel costs by 16 September 2025 with the journey you plan to take and the costs and whether you seek to have accommodation for 2 or 3 nights. This is crucial that you do this as we need to ensure the Section funds are not overspent and in the event of claims exceeding our budget we may have to pay slightly less than 100% of travel costs. Late notification may not be paid. If you are attending in person please travel to the event using the most cost-effective means, taking into account your personal health and safety and comfort. Usually this will mean **second class advance rail tickets**. For those travelling by car, expenses will be reimbursed at the agreed Napo rates (currently a maximum of 16.4p per mile). Please seek prior approval for any other mode of transport from one of the section Co-Chairs.

No other expenses in connection with attendance at the AGM & conference will be reimbursed unless these relate specifically to access needs or caring responsibilities, and these have been specifically agreed in advance with the Chair.

Your actual expenses claim should be submitted to the treasurer, Kathryn Holt, who will be in attendance at the conference on the standard Napo claim form with receipts attached. Paper claim forms will be available (see copy attached below)

Nicki Kenney Family Court Section Chair. (email Nicola.Kenney@cafcass.gov.uk)

Claim for NAPO Family Court Section member expense in attending Napo AGM in Eastbourne 16 to 18 October 2025.

NAME (please print) _____ **BRANCH** _____

MEETING/FUNCTION TO WHICH THIS CLAIM RELATES: Napo AGM

HELD ON 16 to 18 October 2025 .

1 TRAVEL EXPENSES (in accordance with email sent to Kathryn Holt, Treasurer)

PUBLIC TRANSPORT	FROM		TO		*SINGLE/RETURN *(delete as appropriate)	£
MILEAGE	Engine size	FROM	TO		No of miles	£
PARKING FEES		FROM (time)		TO (time)		£

2 CHILD CARE/DEPENDANT CARE COSTS

CHILDCARE You must contact Nicola Kenney before submitting a claim for child care costs £	OTHER COSTS* (please specify) £	Subtotal £
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3 ACCOMMODATION

TYPE OF ACCOMMODATION* (please specify)	No of Nights	£
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4 MEALS

BREAKFAST £	LUNCH £	TEA £	SUPPER £	Subtotal £
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5 AD HOC

OTHER COSTS (please specify) AGM Registration fee	£40.
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£

Total claim

ADDRESS (if claiming by post) _____

Declaration for Expenses Claim Form

I declare that the expenses charged herein have been actually and necessarily disbursed by me solely in the course of official Napo business and that the allowances charged are in strict accordance with the Guidelines on Claiming Expenses (NEC39/01)

SIGNATURE _____

DATE _____

CHEQUE N° _____

NAPO EXPENSES PAYMENT (for Admin use only)

Name _____

Date _____

Cheque N° _____

Committee _____

Total claim £ _____

CURRENT EXPENSE RATES (JULY 2002)

It is important that members serving on the National Committees or Working Groups should be able to do so without personal financial loss. NAPO will, therefore, reimburse all reasonable out-of-pocket expenses. Members are asked to use their discretion when making claims.

The current NAPO Expense Rates are:

	451- 999cc	1000 - 1199cc	1200 –1450cc
MILEAGE			
	10.1 pence	11.1 pence	12.4 pence

MEALS	TIME TAKEN	FULL RATE
Breakfast	Before 07:30	£5.34
Lunch	12:00 – 14:00	£7.35
Tea	After 18:30	£2.88
Evening Meal	After 20:30	£9.15

OVERNIGHT STAYS	London maximum	Other maximum
	£48.00	£33.00