

**Application for a grant from Tiny Lives for
Parents Travel Expenses for Babies booked in to
the RVI but transferred to another hospital –
Guidance Notes/Terms & Conditions**



The Tiny Lives Parents Travel Fund has been set up to assist Newcastle booked parents with travel costs between their home and hospital(s) within the North East. The fund supports parents:

- Who were booked at the RVI and whose baby was transferred out at birth to another hospital.
- Who were booked at the RVI and were transferred to another hospital for on-going care or specialist care not able to be delivered at the RVI.

Terms & Conditions

- You must complete the total amount you are claiming on the front sheet.
- Travel costs by car are paid at 20p per mile. **Petrol receipts are required covering the period of travel.**
- **Other public transport costs are reimbursed when all tickets/receipts are submitted.**
- Taxi receipts will be considered subject to valid reasons and supporting evidence, including medical recommendations **e.g. a letter/email from Doctor/Midwife/Health Visitor**
- If you submit any parking tickets for parking at the Hospital where your baby was transferred to you will also need to tell us why you were unable to obtain a hospital car parking permit.
- If your journey involves the Tyne Tunnel, permits are available which reduce costs. If you use a permit you will need to provide bank statements showing these payments.
- All forms must be signed by an appropriate member of hospital staff and approved by the RVI SCBU Matron.

We understand that you are going through a stressful time when your baby is transferred to another hospital but if you can keep a daily log of your journeys, get all your forms signed by each hospital and provide all the evidence (receipts etc.) of your travel costs it will help your grant application to be processed quickly.

Payment is made by cheque or BACS.

**Application for a grant from The
Tiny Lives Trust for Parents Travel
Expenses for Babies booked in to
the RVI but transferred
elsewhere**



| | |
|---------------------------|---|
| Parents Name: | Bank Account Details for BACs payment |
| Address: | Account Name: Sort Code: Account Number: |
| Landline: | Originally booked into RVI - Yes or No: |
| Mobile: | Date transferred to |
| Email: | alternative hospital: |
| Baby(ies) Name(s): | Date born: |

Please fill in the attached travel log form and see T&Cs

| | |
|--|---------------------------|
| Amount requested from The Tiny Lives Trust: £ | <i>Parent to complete</i> |
|--|---------------------------|

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| Any extra information/supporting evidence for claim: |
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|--|-------|
| I confirm that the travel/transport costs attached are correct. PLEASE ENSURE ALL NECESSARY RECEIPTS ARE ENCLOSED | |
| Parents Signature: | Date: |

| | |
|--|---|
| I confirm that the details above & the travel log form attached are correct (please sign travel log too): | |
| Name: | Title: (Sister/Consultant/Social Worker) |
| Hospital: | |
| Signature: | Date: |

| | |
|-------------------------|-------|
| RVI SCBU Matron: | |
| Signature | Date: |

| | |
|--|-------|
| Head of Tiny Lives Authorisation: | |
| Signature | Date: |

Parent Travel Form



Please read the guidance notes on Page 1 before completing this form

| Date | From | To | Car Mileage | Petrol/Train/Bus/ Metro receipts attached | Only tick if this was a return journey |
|----------------------|---------|---------------------------------------|-------------|---|--|
| 01/11/15 | NE1 1DE | James Cook Hospital, Middlesbrough | 41.8 miles | Petrol ✓ | ✓ |
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| Total Miles = | | | | | |

Sister/Consultant/Social Worker—Please confirm below that the above journeys are correct

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|-----------------------|-----------------------|-----------------------|
| Approved - Hospital 1 | Approved - Hospital 2 | Approved - Hospital 3 |
| Sign: | Sign: | Sign: |

| | |
|-----------------------------------|------------------------|
| For Office Use Only: | |
| Total Miles Claimed: | Total Expense Claimed: |
| All supporting documents attached | Date paid: |