# **2024 UK Parliamentary General Election** Cancelled Holiday Reimbursement Application Form

## Eligibility

* This applies only to permanent members of a local authority’s core electoral services team, and only when the costs were incurred directly as the result of short-notice cancellations or changes to holiday/flight/travel plans booked and paid for before 22 May 2024 (for travel between 22 May 2024 - 7 July 2024).
* The Department for Levelling up has agreed to extend this provision to cover immediate family members of local authority core electoral services staff who are on the same booking. This additional provision will not apply in the event of separate bookings.
* We expect individuals to use their own insurance policies in the first instance to seek any refunds, and to exhaust that route before seeking reimbursement via DLUHC.

## What can you claim?

The costs of cancelling a holiday (should an insurance policy not cover the full amount) would be claimable, as would any administration fees associated with changing existing bookings. Any reimbursement for rearranged holidays will be capped at the cost of the original holiday.

We will consider all such claims on their individual circumstances and all such reimbursements will need to be supported by evidence/receipts and any other relevant documentation.

## How to complete the form The form must be completed and signed by the member of staff seeking reimbursement. Please complete the claim form in full, **incomplete forms will not be processed** until all the necessary information and supporting evidence has been provided.We may refuse claims for cancelled holidays if the necessary evidence cannot be provided.If you are claiming for travel arrangements booked separately i.e. flights and accommodation, please ensure that you provide the individual amount for each as shown in the relevant booking confirmation/receipt. Please ensure that you also complete the box labelled ‘Total Claimed’ in Q4. Please provide your contact details so we can get in touch if we need more information. The claim form needs to be countersigned by the Acting Returning Officer, forms not countersigned by the ARO will not be processed.

## Once this form has been completed and countersigned by the RO, please submit this separately to the Elections Funding team at [ROCH@levellingup.gov.uk](mailto:ROCH@levellingup.gov.uk). These claims will be dealt with **separately** and processed as soon as possible. Payment, however, will be made to the ROs nominated bank account.

# Application Form – Cancelled Holiday Your details

### Your Full Name

|  |
| --- |
|  |

### Job Title/ Role

|  |
| --- |
|  |

### Contact email

|  |
| --- |
|  |

### Contact telephone

|  |
| --- |
|  |

### Claim Details

### Amount being claimed

|  |  |
| --- | --- |
| Flight |  |
| Train |  |
| Ferry |  |
| Accommodation |  |
| Package Holiday |  |
| Administration Fee |  |
| Other (please specify) |  |
| **Total Claimed** |  |

|  |
| --- |
|  |

### Does the booking include anyone else? Please provide details below, including their relationship to you and reason for cancelling.

|  |  |  |
| --- | --- | --- |
| Full Name | Relationship to you | Reason for cancelling |
|  |  |  |
|  |  |  |
|  |  |  |

### Were you able to amend your booking?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes |  |  | No |

### If not, please explain why below.

|  |
| --- |
|  |

### Do you have travel insurance?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes |  |  | No |

### If applicable, does your travel insurance cover work related cancellations?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes |  |  | No |

### If yes, have you made a claim through your travel insurance?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes |  |  | No |

### If so, what was the outcome of your claim?

|  |  |  |
| --- | --- | --- |
|  | Successful, partially reimbursed (please provide further information in section 12) |  |
|  |  |  |
|  | Unsuccessful, no reimbursement |  |

### Has the local authority provided any reimbursement towards these costs i.e. reimbursing part of the cost in relation to any local polls? (Please do not tick yes if the reimbursement was made on the basis that the money would be claimed back from the DHULC)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes |  |  | No |

### Have you made a claim for reimbursement elsewhere e.g. local authority insurance, travel provider etc.? (Please provide details below)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes |  |  | No |

### Further information

Please provide any other relevant information that will assist us in making a decision on your request. If you have been partially reimbursed please provide details below.

|  |
| --- |
|  |

### Personal Declaration

I declare that the expenses claimed in this form were unavoidable and solely incurred as a result of the 2024 UK Parliamentary general elections. The total amount claimed of   
**£** relates entirely to holidays booked prior to 22 May 2024 and for travel in the period 22 May 2024 to 7 July 2024. I confirm that I am a member of the core electoral services team.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Signature* |  | *Date* |

## Local Returning Officer’s details

### Name

|  |
| --- |
|  |

### Local Returning Officer’s declaration

I confirm that I have fully checked the accuracy and validity of the above claim for reimbursement of cancelled holiday expenses. I also confirm that the above employee is a member of the core electoral services team and without their contribution the efficient and effective delivery of the poll could have been compromised.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Signature* |  | *Date* |