

Mediation Voucher Scheme - Submitting an invoice and a breakdown of the total bill

Once mediation has concluded, Mediators will need to submit the required case data, their invoice and a breakdown of the clients' bill.

This must be done via the voucher scheme website here:

<https://vouchers.familymediationcouncil.org.uk/>

You will need to log in to submit the data and request for payment, attaching your invoice.

The invoice should:

- be addressed to the FMC
- include the voucher scheme reference number
- include a breakdown of the mediation the invoice covers (i.e., number of sessions and hours, whether mediation or child consultation, and the cost of this)
- state the total amount claimed, including an VAT payable, and this should not exceed £500.

Details of the full bill also need to be supplied. This is both a mechanism to ensure costs claimed via the voucher scheme are not over inflated, and to gather more reliable information about the time it takes to resolve child matters in mediation, and the cost of this. The information that needs to be supplied about the full bill is:

- Date/Length/Cost of Mediation Sessions
- Date/Length/Cost of CIM Sessions, if relevant
- Any other costs you have invoiced your client for: Paperwork, MIAMs, Other
- VAT if charged
- Total

Please note invoices cannot be accepted by e-mail.