

TRANSPORT FOCUS
SUMMARY OF PROPOSED CHANGES TO THE TRAVEL AND SUBSISTENCE RATES

Item	Existing Allowance	Proposed Allowance	Reason for proposed change
Meals (see note 1 below)			By introducing rates based on hourly allowances this provides staff with more flexibility in determining the level of subsistence they wish to incur for different meals whilst not increasing costs and also aligns our policy more closely to HMRC issued guidance. It also eliminates the need for post transactional approval where allowances have been breached.
• Breakfast	£12.00	Breakfast up to £12.00	
• Lunch	£5.00	Five hour rate up to £5.00	
• Dinner	£25.00	Ten hour rate up to £15.00 Overnight rate up to £30.00	
Hotel (bed and breakfast) (maximum allowance) (see note 2 below)	£165 per night UK capital cities £115 per night Provincial	£135 (indicative level) per night UK capital cities (£165 maximum) £100 per night (indicative level) Provincial (£115 maximum)	Although the existing maximum allowance remains unchanged an indicative level provides staff with a clearer understanding of the level they should aim to be within and also ensures consistency with the levels set within the online booking system Redfern and thus avoiding further confusion.
Allowances			
Miscellaneous personal costs (maximum daily tax-free allowance) when away overnight on Transport Focus business			
• UK	£5.00	£5.00	Unchanged
• Overseas	£10.00	£10.00	Unchanged
• Staying with relatives/friends (see note 3)	£36.00	£36.00 This will be paid through payroll so should be submitted on a separate claim form	Unchanged
Car Up to 10,000 miles per tax year	40p per mile	45p per mile 5p per mile passenger supplement (names of passengers and reasons for travel must be submitted with all claims)	The proposed rates are those set by HMRC.
10,001 +	25p per mile	25p per mile 5p per mile passenger supplement (names of passengers and reasons for travel must be submitted with all claims)	The proposed rates are those set by HMRC.

Notes

1. The breakfast allowance is treated separately from the hourly allowances. The appropriate hourly allowance would only become applicable once the minimum period away from the normal place of work had been reached eg £5.00 allowance is available after 5 hours away from normal place of work and £15.00 allowance available after 10 hours away from normal place of work. Each hourly allowance supersedes the previous and the maximum allowance (excluding breakfast) in any 24 hour period is £30.00. The cost of an evening meal can include a half bottle of wine or two pints of beer. Gratuities/tips will not be reimbursed, unless the service charge is included within the bill and not as an optional extra
2. Indicative hotel rates are those which staff should not normally exceed. If a hotel is not available within the indicative level staff should obtain prior approval from line management to book a hotel above the indicative level but within the maximum rates.
3. The Allowance for staying with family and friends is subject to tax and national insurance and is paid through payroll so claims for this allowance should be submitted on a separate claim form.