



PS12

Travel & Subsistence Rates

**JNCC Contractors**

**April 2012**

To find out more about JNCC visit <http://jncc.defra.gov.uk/page-1729>

# **Travel & Subsistence Rates – JNCC Contractors**

## **Air Travel – Economy Class/Business Class**

All air travel for journeys of less than 5 hours should be made via economy class only

For journeys of between 5 hours and 10 hours a business class flight may be purchased where:

- Bookings are not available in the lower class and the timing or date of the journey cannot be changed
- If you are required to work immediately on arrival
- On disability / medical grounds

For journeys of over 10 hours a business class flight may be purchased subject to the prior approval of JNCC Support Co.

## **Rail Travel – Standard Class only\***

This includes international rail journeys by Eurostar and other international and overseas rail operators.

\*First class travel is permitted where there are no standard class facilities to accommodate disability or other special needs requirements.

## **Mileage Claims**

Travel using private vehicles is discouraged unless essential

Car mileage may be claimed at the rate of 25p per mile.

The public transport rate (25p per mile), will be paid when public transport is available but use of a private car offers the most efficient means of travel. The rate is not intended to reimburse travellers for the cost of using a private car, but is intended to provide a payment equivalent to the cost of public transport.

Payment of the public transport rate does not recognise the use of a private car for official purposes, on the basis that public transport would be more appropriate for the journey, and as such, no liability can be accepted by JNCC Support Co. in the event of any accident, damage injury or death.

## **Taxis**

Taxi fares should be claimed only where the prior approval of JNCC Support Co. has been obtained.

## **Subsistence**

Subsistence may be claimed where the following conditions apply:

- The expense arises necessarily from the proper performance of the claimants duties

- The expense is incurred whilst away from the claimant's regular place(s) of work or whilst staying away from home.
- The expense incurred is reasonable and additional to the claimants normal expenditure
- The claim is fully supported by receipts submitted with the claim
- The claim is within the limit for each category as set out below.

### **One meal (5 hour rate)**

A person claiming for one meal would be expected to be away from his / her base for a period of more than five hours.

### **Two meals (10 hour rate)**

A person claiming for two meals would be expected to be away from his / her base for a period of more than ten hours.

### **Three meals (12 hour rate)**

A person claiming for three meals would be expected to be away from his / her base for a period of more than twelve hours.

### **24 Hour claim**

A person can only claim under this heading if there is an overnight stay at a hotel where lunch and /or dinner is not included in the hotel claim. Additional meal claims as set out above apply for periods in excess of 24 hours.

### **CONTRACTOR SUBSISTENCE RATES**

<b>Subsistence Type</b>	<b>Upper Limit</b>
One meal (5 hour) ceiling	£5
Two meal (10 hour) ceiling	£10
Three meals (12 hour) ceiling	£15
24 hour ceiling	£20
NB Claims for soft beverages may be made within each meal claim provided that receipts are produced and the claim falls within the applicable ceiling	

The period of absence is defined as the elapsed time from leaving home or normal operating base to return.

These expenses CANNOT be claimed if:

- A meal or beverage is not purchased
- The meal does not constitute additional expenditure
- You have stayed with friends or relatives (in which case the 24 hour claim is not allowed)
- Meals have been taken at home
- Meals are provided during a training course, conference or similar activity
- Meals are provided on the train or plane and included in the ticket cost.

Additionally:

- **The purchase of alcohol cannot form part of any claim**
- **Tips & Gratuities**

Optional tips and gratuities are considered a personal expense and will not be reimbursed excluding routine service charges for meals which have been included on the receipt

#### Hotel Rates – Upper Limits

<b>Location</b>	<b>Upper Limit</b>
London (bed and breakfast)	£115
UK Major Towns / Cities (bed and breakfast) (Aberdeen, Birmingham, Belfast, Bristol, Cardiff, Coventry, Edinburgh, Glasgow, Harlow, Leeds, Liverpool, Manchester, Middlesborough, Newcastle, Oxford, Portsmouth, Reading, Sheffield, York)	£75
UK Elsewhere – all other UK locations not mentioned above	£70