

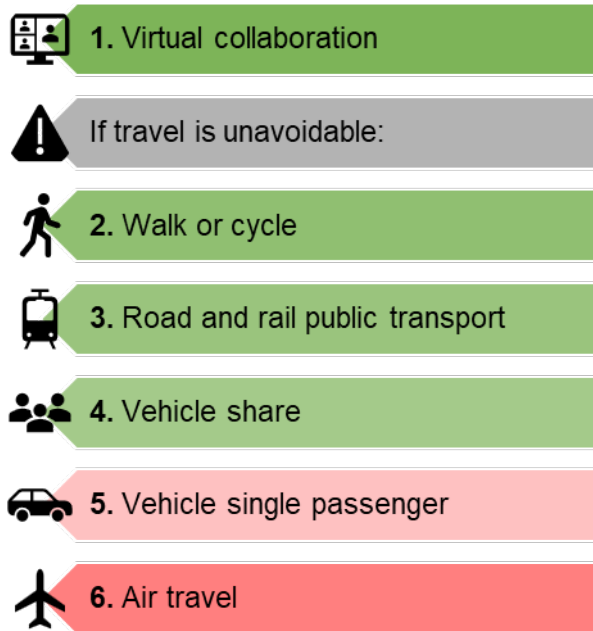


Travel & Subsistence Rates – JNCC Contractors

August 2024

JNCC travel hierarchy

All JNCC staff and contractors are strongly encouraged to adopt climate conscious travel behaviours and choices when undertaking business travel, when it does not put their health and safety at an increased risk. The below travel hierarchy should be followed, where possible, to ensure climate conscious travel.



JNCC sustainable travel hierarchy. Exceptions to the travel hierarchy are allowed, where necessary, to ensure the health and safety of staff.

Air Travel

United Kingdom

Air travel is not permissible for travel within the United Kingdom apart from for the following reasons:

- For journeys to or from locations outside of mainland Great Britain, including islands such as Shetland or the Outer Hebrides, as well as Northern Ireland.
- To connect with an onward flight to a location outside of the United Kingdom. For example, flying from Edinburgh to London Heathrow to connect to a flight to Dubai.
- For disability or other health-related reasons.

Any other reasons for flying within the United Kingdom will require prior approval of JNCC Support Co.

If flying is required within the United Kingdom, Economy class only should be used. The exception to this is for disability or other health-related reasons.

International

Cabin class	JNCC policy
Economy	When total flight time under 10 hours. Economy seats with extra legroom may be requested.
Premium economy	When total flight time is over 10 hours. OR <ul style="list-style-type: none"> • Bookings are not available in Economy class and the timing or date of the journey cannot be changed • It would not be appropriate to use Economy class for health and safety reasons.
Business	Only during extenuating circumstances, e.g. for health and safety reasons, with prior approval of JNCC Support Co.
First	There is a complete ban on booking First class air travel.

Rail Travel – Standard Class only*

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

*The following bullets show the type of instance where booking rail travel other than Standard class may be considered:

- For health and safety reasons e.g. there are no standard class facilities to accommodate disability or other medical requirements.
- When travelling by sleeper train, where the cabin type required may be called by a different name.

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 vent 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 claimant's 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 claimant's normal expenditure
- The claim is fully supported by itemised 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 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 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 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 (UK only)

Subsistence Type	Upper Limit
One meal (5 hour) ceiling	£7
Two meal (10 hour) ceiling	£12
Three meals (12 hour) ceiling	£17
24 hour ceiling	£33
NB Claims for soft beverages may be made within each meal claim provided that itemised 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 included in hotel rates
- 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 (UK only)

Location	Upper Limit
London	£160
UK Elsewhere – all other UK locations not mentioned above	£120

Overseas Subsistence & Hotel Rates

Please note, the Subsistence, Hotel and Mileage rates included within this document are for travel within the UK. All other terms within this Travel and Subsistence Rates – JNCC Contractors document (PS12) remain the same for UK and International travel.

For information on Overseas travel and subsistence rates please visit; <https://www.gov.uk/guidance/expenses-rates-for-employees-travelling-outside-the-uk> and refer to the country of travel.