



MID SUSSEX DISTRICT COUNCIL TRAVEL AND SUBSISTENCE RATES POLICY

August 2019

For information relating to Car Mileage and Allowance rates, please refer to the separate Car Allowance Scheme.

Subsistence Payments

Subsistence payment is not an allowance but a reimbursement of expenses within a set ceiling. The cost of purchase of breakfast, lunch,* tea or evening meal will be reimbursed, up to the value stipulated, subject to evidence of the expenditure being incurred.

Subsistence payments only apply to staff attending training courses that require an overnight stay. This would not apply to one day workshops.* If lunch is not provided you will be required to take provisions with you or purchase your lunch. This cost will be met by the member of staff.

Subsistence allowances will be payable to staff who are prevented by their official duties from taking a meal at their home or work place and therefore incur additional expenditure. Reimbursement will be subject to receipts being submitted with the claim.

The subsistence allowances will also apply to staff working at their normal place of employment but outside their normal hours to attend evening meetings. In these cases, a special evening meeting/committee allowance may be claimed.

Staff who are required to make overnight stays in the performance of their official duties will be reimbursed approved expenses.

The payment cannot be made where a meal is provided.

A claim may be made for either tea or evening meal, depending on the time absence ends. A payment will not be made for both.

Payment will not be made except in exceptional circumstances without the production of an appropriate receipt.

The following are the rates which came into effect from 8th August 2019, and will increase each year by the Retail Price Index as at the 1st April each year.

Breakfast	£8.16
Lunch	£11.14 * (see paragraph 2)
Tea	£4.42
Evening meeting/Committee allowance	£8.55
Evening Meal	£13.86
Overnight Out of Pocket Expenses Per night	£6.55
Overnight Out of Pocket Expenses Per week	£26.24

Breakfast Payment

The period away from home and the normal place of work must commence before 7.00am and must be in excess of 4 hours.

Tea Payments

These payments normally only apply to staff when they are studying at a college or similar, and their study sessions incorporate afternoon and evening (see MSDC & Me/Learning and Development/Study Leave/Exam Leave).

Evening Meal Payment

The employee must be absent from his/her normal place of work for a period in excess of 4 hours, ending after 7pm.

Out of Pocket Expenses

Necessary out of pocket expenses may be claimed by officers attending seminars/courses which involve an overnight stay. These are intended to cover such expenses as newspapers, laundry and telephone calls home. They should be substantiated by receipts wherever possible.

Where an officer's conditions of service make different provisions to this policy, those provisions shall apply.

Hotel Accommodation

The reimbursement of costs for bed and breakfast hotel accommodation can be made when an overnight stay is unavoidable. Reimbursement should not exceed £64.56 per night, but if this rate does not suffice, please obtain the lowest rate and inform HR to confirm approval.

Travelling by Train

All staff travelling by train on pre-arranged Council business must complete a rail warrant 2 days prior to travel. Exceptions will only be considered if the rail travel is a last minute decision (within 2 days before the travel date). If there is a financial advantage to be gained for the Council by paying earlier via one of the Council's credit cards, then this should be implemented.

Travel for Training Expenses if Travelling by Car

22p per mile + 1p extra for every additional passenger.

Interview Expenses

22p per mile if travelling by car, or reimbursement of 2nd Class rail fare.

Road Traffic Fines

Any road traffic fines incurred by a Council employee while engaged on official and authorised Council business will need to be paid by the employee. If the employee believes there are exceptional circumstances surrounding their particular case, they need to speak to their Line Manager in the first instance, who should seek advice from HR.