

Appendix A

Mileage and Subsistence Rates from 1st January 2017

	Mileage Rate per mile first 10000	Mileage Rate Per mile after 10000	Lump Sum (per annum) All cc
Essential User	45p	25p	£1239.00
Casual User	45p	25p	-
Each Passenger	5p	-	-
Bicycles	20p	-	-
Motorcycles Any cc	24p	24p	-

Cash Allowance Mileage Rates

	1400cc or less	Over 1401
Petrol	11p	13p
	1600cc or less	Over 1601cc
Diesel	9p	11p

Mileage Rates

From 1st January 2017 there will be one user rate for both casual and essential users. Currently set at 45p per mile. This rate will change to mirror any recommendation from HMRC.

Essential User Scheme

The Essential User allowance is now being phased out. No new contracts are being offered with this allowance. Existing employees who choose or request to change their contract of employment will be subject to this policy.

Business travel and hotel bookings

Where ever possible requests for rail, air, coach and hotel bookings are to be raised in advance using a requisition on Agresso.

In respect of hotel bookings, to ensure 'value for money', bookings should be made using reasonably priced accommodation, such as Travel Lodge, Premier Inn, Ibis, Novotel, or Holiday Inn. Employees will only be able to stay at the actual hotel that is being used for the training event or conference if this is included in the cost of the event or if there is no hotel from the preferred list within walking distance of the venue.

Meals

The cost of meals will only be reimbursed where these are taken due to official business meaning that normal meal arrangements cannot be applied and subject to the conditions laid out in section four of the travel and subsistence policy, and where supported by receipts. Reasonable expenses approved by the relevant Manager will be reimbursed.