

Travel and Subsistence Allowances

(effective from 1 April 2008)

1. Travelling and Subsistence

1.1 Meal Allowances

In exceptional circumstances where meal allowances may be claimed, the following rates apply:

Breakfast	£6.00
Lunch	£8.40
Tea	£3.30
Dinner	£10.30

1.2 Overnight Allowances

(a) General

Employees who are required to make an overnight stay whilst performing their official duties will be eligible to claim an allowance for bed and breakfast of up to £48.70 per night or £60.80 in London.

Car Mileage Allowances

Essential Users

	451-999cc	1000cc and above
Lump Sum per annum	£753	£849
Up to 8500 miles per annum, per mile	34.9p	37.88p
Over 8500 miles per annum, per mile	14.2p	14.58p
Petrol Element	10.150p	10.784p

Casual Users - All Vehicles

Up to 8500 miles, per annum, per mile	43.8p
Over 8500 miles, per annum, per mile	14.2p
Petrol Element	10.150p

Lease Car Users - All Vehicles

Mileage rate 11.76p (Rate effective from 1 April 2008)
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Motor Cycle Allowances

Essential User Rates

	Up to 150cc	151 to 250cc	Over 251cc
Lump Sum per annum	£219	£312	£378
First 8,500 miles per annum, per mile	10.7p	14.94p	17.92p
After 8,500 miles per annum, per mile	4.74p	6.41p	7.57p

Casual Users Rates

	Up to 150cc	151 to 250cc	Over 251cc
First 8,500 miles per annum, per mile	13.25p	18.62p	22.37p
After 8,500 miles per annum, per mile	4.74p	6.41p	7.57p

Bicycle Allowance

A bicycle allowance of 20p per mile will be paid to employees authorised to use a bicycle in the performance of their duties at work.

Employees claiming bicycle allowance are required to have third party public liability insurance for business use.