

TRAVEL INFORMATION SHEET

TRAVEL ALLOWANCES FROM 01.04.02

SALARY LIMIT SCALE 5 (TO SC POINT 25) <u>ESSENTIAL USERS ONLY</u>	EXCEEDING SCALE 5 AND SPECIAL CASES (FROM SC POINT 26)
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NEW SCHEME For new employees from 1-04-1999

	451 cc <u>999 c.c.</u> A(F)	1000 cc <u>and over</u> B(G)
Inland Revenue fixed profit		
Car scheme rates		

ESSENTIAL USER (J)

Lump Sum per annum	£614	£693	—
Lump Sum per month	£51.17	£57.75	—

MILEAGE RATES

1.Up to 8,500 miles	29.4p	32.7p	—
2.Over 8,500 miles	12.5p	13.6p	—

CASUAL USER (K)

1.Up to 4,000 miles	32.0p	40.0p	—
2.Over 4,000 miles	19.4p	22.9p	—

LEASE CAR USER (L)

7.9p	8.6p	—	—
VAT Recoverable per mile	1.18p	1.28p	—

PROTECTED SCHEME

451 to <u>999 c.c.</u> A(F)	1000 to <u>1199 c.c.</u> B(G)	1200 - <u>upwards c.c.</u> C(H)
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ESSENTIAL USER

Lump Sum per annum	£614	£693	£895
Lump Sum per month	£51.17	£57.75	£74.58

MILEAGE RATES

1.Up to 8,500 miles	29.4p	32.7p	39.9p
2.Over 8,500 miles	12.5p	13.6p	15.2p

CASUAL USER (K) (former APT&C employees)

1.Up to 8,500 miles	36.6p	40.8p	50.4p
2.Over 8,500 miles	12.5p	13.6p	15.2p

CASUAL USER (K) (former Manual employees)

1.Up to 4,000 miles	32.0p	40.0p	—
2.Over 4,000 miles	19.4p	22.9p	—

LEASE CAR USER (L)

7.9p	8.6p	9.3p	—
VAT Recoverable per mile	1.18p	1.28p	1.39p

PUBLIC TRANSPORT RATE FROM 01.04.02

OUT OF COUNTY JOURNEY	24.2p per mile
TRAINING RATE	24.2 p per mile
INSET RATE	24.2p per mile

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MOTORCYCLE ALLOWANCE FROM 01.04.02

	Up to 99cc	100cc - 125cc	over 125cc
1.Up to 4,000 miles	10.3p	17.3p	27.0p
2.Over 4,000 miles	10.3p	6.6p	9.6p

CYCLE ALLOWANCE FROM 01.04.02

23.3p per day

SUBSISTENCE RATES FROM 01.04.04

A. NORMAL ALLOWANCE

B. SPECIAL RATES IN RESPECT OF LONDON, CONFERENCES, ETC

	A	B	
(i) Bed and Breakfast	£61.76 max	£85.99 max	(receipt required)
(ii) Breakfast	£5.25	£6.96	leave home before 7.30 am
(iii) Lunch	£7.23	£10.47	leave base before noon return after 2.30pm
(iv) Tea*	£2.74	£3.51	out 6.30pm or later
(v) Dinner*	£8.96	£13.99	out 8.30pm or later

*Only one meal to be claimed in respect of the same evening.

All claims for subsistence must be supported by receipts for the appropriate amount, and attached to the claim, and sent to County Hall.

Where it is impossible to obtain a receipt, provided that a clear reason for this is given, discretion can be exercised by the authorising office*

***THE AUTHORISING OFFICER SHOULD INDICATE ON THE CLAIM FORM THAT AUTHORISATION IS BEING GIVEN TO PAY THOSE CLAIMS WITHOUT A RECEIPT**

FOR TRAVEL ABROAD AN ADDITIONAL ALLOWANCE OF £30.83 A WEEK WILL BE PAID

RESIDENTIAL TRAINING COURSES

Out-of-Pocket expenses of £4.26 per night will be paid

Courses lasting one week or more - max allowance is £17.02 per week

RELOCATION EXPENSES - MAXIMUM £6,070.34

CONTACT FOR TRAVEL AND SUBSISTENCE QUERIES

ANDREA HEARD (LEA) Tuesday –Friday
ALEX COOK (SCHOOLS AND COLLEGES)

(01603) 222898
(01603) 228813