

Annex 3 – Department for Transport Travel and Subsistence Rates

There will sometimes be a requirement to attend meetings, at the Department's or the Maritime & Coastguard Agency's office in Southampton, or at other offices in Central London.

No travel or subsistence costs shall be met for meetings held at any locations within the Greater London area or for journeys within the M25. (The Greater London area is defined as the area covered by the Greater London Authority.)

It is unlikely that the supplier will be asked to attend meetings outside the M25 other than MCA's office in Southampton; however, reasonable travel and subsistence costs shall be considered for such meetings. Requests for Travel and Subsistence must be agreed in advance with an Area Lead before any expenditure is incurred.

UK travel rates

Motor mileage rates – motor vehicles

i. Standard mileage rate:

Higher (up to 10,000 miles) = 45p per mile

Lower (over 10,000 miles) = 25p per mile

ii. Public transport rate (all mileage) = 25p per mile

Passenger supplement

First passenger = 5p per mile

Second and subsequent passengers = 5p per mile

Equipment supplement

The equipment supplement is 2p per mile

Motor cycles and motor cycle combinations

Motor cycles and motor cycle combinations = 24p per mile

Pedal cycle allowance

The pedal cycle allowance is 20p per mile

UK subsistence rates

Note: Except where flat rates are paid, you can only claim the actual expenses you incur up to the limits set by indicative ceilings (and you must provide receipts to support your claims).

Day subsistence

For 5 to 10 hours, the indicative ceiling is £5.00

For 10 to 12 hours, the indicative ceiling is £10.00

For over 12 hours, the indicative ceiling is £15.00