# EXPENSES POLICY

## Summary Table of Rates

|  |  |  |
| --- | --- | --- |
| Section | Description | Relevant Rates  |
| Accommodation | Hotel rates | £140 London and international |
| Accommodation | Hotel rates | £100 outside London (UK) |
| Accommodation | Incidental expenditure for overnight room charges, laundry newspaper etc. | up to £10 per day.  |
| Air Travel | Economy Class | <3.5hrs flight time |
| Air Travel | Premium Class | 3.5hrs to 5.5hrs flight time |
| Air Travel | Business Class | >5.5hrs flight time |
| Rail Travel (Incl. Transport for London and Eurostar) | Oyster cards to be used around London | Oyster or Contactless rate for journey rather than top-up value.  |
| Rail Travel (Incl. Transport for London and Eurostar) | Eurostar | Standard Class Advanced ticket |
| Rail Travel (Incl. Transport for London and Eurostar) | Eurostar, with line manager approval | Fully flexible business |
| Rail Travel (Incl. Transport for London and Eurostar) | Advance open return  | Standard Class flexible ticket |
| Rail Travel (Incl. Transport for London and Eurostar) | Permitted under certain exceptional circumstances. | First Class |
| Subsistence | Breakfast (early start) costs receipted.  | £5 benchmark |
| Subsistence | Lunch costs receipted | £5 benchmark |
| Subsistence | Dinner costs receipted | £15 benchmark |
| Subsistence | Staying with friends and family, lunch and dinner with line manager approval.  | £5 Lunch and £15 Dinner (£20 limit per 24hr period) |
| Car and Motorbike Travel | Car journeys <10,001 | 45p per mile |
| Car and Motorbike Travel | Car journeys >10,000 | 25p per mile |
| Car and Motorbike Travel | Per passenger supplement | 5p per mile |
| Car and Motorbike Travel | Motorbike journeys | 24p per mile |