



Crown
Commercial
Service

Digital Outcomes and Specialists 5 (RM1043.7) Framework Schedule 6 (Order Form)

Version 2

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Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)

Order Form

Call-Off Reference: WP2103

Call-Off Title: WP2103 User Research Participants for GOV.UK Roadmap

Call-Off Contract Description: Recruiting user research participants for GOV.UK Roadmap

The Buyer: The Cabinet Office

Buyer Address:

- **Main Address:** 1 Horse Guards Road, London, SW1A 2HQ.
- **Based:** The White Chapel Building, 10 Whitechapel High Street, London, E1 8QS

The Supplier: CRAGG ROSS DAWSON LIMITED (trading as CRD Research)

Supplier Address: 97 St Leonard's Road, London SW14 7BL. United Kingdom.

Registration Number: 1793522

DUNS Number: 293208690

SID4GOV ID: N/A

Applicable Framework Contract

This Order Form is for the provision of the Call-Off Deliverables and dated 13 October 2022.

It's issued under the Framework Contract with the reference number RM1043.7 for the provision of Digital Outcomes and Specialists Deliverables.

The Parties intend that this Call-Off Contract will not, except for the first Statement of Work which shall be executed at the same time that the Call-Off Contract is executed, oblige the Buyer to buy or the Supplier to supply Deliverables.

The Parties agree that when a Buyer seeks further Deliverables from the Supplier under the Call-Off Contract, the Buyer and Supplier will agree and execute a further Statement of Work (in the form of the template set out in Annex 1 to this Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)).

Upon the execution of each Statement of Work it shall become incorporated into the Buyer and Supplier's Call-Off Contract.

Call-Off Lot

Lot 4: User Research Participants

Call-Off Incorporated Terms

The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

- 1 This Order Form including the Call-Off Special Terms and Call-Off Special Schedules.
- 2 Joint Schedule 1 (Definitions) RM1043.7
- 3 Framework Special Terms
- 4 The following Schedules in equal order of precedence:
 - Joint Schedules for RM1043.7
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 5 (Corporate Social Responsibility)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)

- Call-Off Schedules for RM1043.7
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 5 (Pricing Details and Expenses Policy)
 - Call-Off Schedule 6 (Intellectual Property Rights and Additional Terms on Digital Deliverables)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 13 (Implementation Plan and Testing)
 - Call-Off Schedule 20 (Call-Off Specification)
 - Call-Off Schedule 26 (Cyber Essential Scheme)
- 5 CCS Core Terms (version 3.0.9)
- 6 Joint Schedule 5 (Corporate Social Responsibility) RM1043.7
- 7 Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

Call-Off Special Terms

The following Special Terms are incorporated into this Call-Off Contract:

Not used.

Call-Off Start Date: 01 November 2022

Call-Off Expiry Date: 31 October 2023

Call-Off Initial Period: 12 months. (6 month break clause). Can be extended to 31 October 2024, subject to CO Approvals.

Call-Off Optional Extension Period: Buyer can request to extend DOS Contract up to 12 month contract, subject to Cabinet Office approvals

Minimum Notice Period for Extensions: Four (4) weeks

Call-Off Contract Value: £51,700 (excluding VAT) for 12 month period from October 2022 - October 2023.

Subject to Cabinet Office approval the Buyer may extend the contract for a further 12 months with Call-Off value of up to £104,000 (two year value).

Call-Off Deliverables

Option B: See details in Call-Off Schedule 20 (Call-Off Specification)

Buyer's Standards

From the Start Date of this Call-Off Contract, the Supplier shall comply with the relevant (and current as of the Call-Off Start Date) Standards referred to in Framework Schedule 1 (Specification). The Buyer requires the Supplier to comply with the following additional Standards for this Call-Off Contract:

The Supplier should follow where applicable:

- The Government Technology Code of Practice (<https://www.gov.uk/government/publications/technology-code-of-practice>)
- The Government Service Standard (<https://www.gov.uk/service-manual/service-standard>)

Cyber Essentials Scheme

The Buyer requires the Supplier, in accordance with Call-Off Schedule 26 (Cyber Essentials Scheme) to provide a Cyber Essentials Certificate prior to commencing the provision of any Deliverables under this Call-Off Contract.

Maximum Liability

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms as amended by the Framework Award Form Special Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £51,700 (excluding VAT).

Call-Off Charges

- Other pricing method or a combination of pricing methods agreed by the Parties

Where non-UK Supplier Staff (including Subcontractors) are used to provide any element of the Deliverables under this Call-Off Contract, the applicable rate card(s) shall be incorporated into Call-Off Schedule 5 (Pricing Details and Expenses Policy) and the Supplier shall, under each SOW, charge the Buyer a rate no greater than those set out in the applicable rate card for the Supplier Staff undertaking that element of work on the Deliverables.

Reimbursable Expenses

See Expenses Policy in Call-Off Schedule 5 (Pricing Details and Expenses Policy) and Annex 3 of 'WP2103 User Research Participants for GOV.UK Roadmap: DOS5 Schedule 6 Order Form'.

Payment Method

Invoice to be emailed monthly in arrears.

[REDACTED]

Buyer's Invoice Address

Name: Cabinet Office and Shared Service Connected Limited (SSCL)

Role: Paying invoices on behalf of Cabinet Office

Phone:

Email Address:

[REDACTED]

Address: SSCL: Shared Services Connected Ltd Sortation Ref 601 Phoenix House
Newport NP10 8FZ.

Cabinet Office:

- **Main Address:** 1 Horse Guards Road, London, SW1A 2HQ.
- **Based:** The White Chapel Building, 10 Whitechapel High Street, London, E1 8QS

Buyer's Authorised Representative

[REDACTED]

Additional Contact

[REDACTED]

Buyer's Environmental Policy

Cabinet Office Environment policy, available at request. Please email GDS Commissioning Team

[REDACTED]

Buyer's Security Policy

Cabinet Office Security Breach Policy, Physical Security Policy and Personnel Vetting Policy, all available on request. Please email GDS Commissioning Team

[Redacted]

Supplier's Authorised Representative

[Redacted]
[Redacted]
[Redacted]
[Redacted]

Address: 97 St. Leonard's Road, London SW14 7BL

Supplier's Contract Manager

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted] SW14 7BL

Progress Report Frequency

Progress Report to be provided on a monthly basis when there are commissions under way.

Progress Meeting Frequency

Progress Meeting to be held on a monthly basis when there are commissions under way.

Key Staff

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

[Redacted]
[Redacted]

[REDACTED]

Key Subcontractor(s)

Not used. Network of freelance recruiters. CRAGG ROSS DAWSON to use MRS Accredited recruiters (<https://www.mrs.org.uk/> and <https://www.mrs.org.uk/learningCPD/recruiter-accreditation-scheme>) for Contract Reference WP2103.

[REDACTED]

Balanced Scorecard

Not Used.

Material KPIs

The following Material KPIs shall apply to this Call-Off Contract in accordance with Call-Off Schedule 14 (Service Levels and Balanced Scorecard):

Material KPIs	Target	Measured by
N/A - since Balance Scorecard not being used	N/A - since Balance Scorecard not being used	N/A - since Balance Scorecard not being used

Additional Insurances

Not applicable

Guarantee

Not applicable

Social Value Commitment

Not applicable

Statement of Works

During the Call-Off Contract Period, the Buyer and Supplier may agree and execute completed Statement of Works. Upon execution of a Statement of Work the provisions detailed therein shall be incorporated into the Call-Off Contract to which this Order Form relates.

For and on behalf of the Supplier:

Signature:

[Redacted]
[Redacted]
[Redacted]

[Redacted] Buyer:

Signature:

Erin Burke

Name: [Redacted]

Role: [Redacted]

Date: 24 October 2022

Appendix 1

Statement of Works (SOW) Details

Upon execution, this SOW forms part of the Call-Off Contract (reference below).

The Parties will execute a SOW for each set of Buyer Deliverables required. Any ad-hoc Deliverables requirements are to be treated as individual requirements in their own right and the Parties should execute a separate SOW in respect of each, or alternatively agree a Variation to an existing SOW.

All SOWs must fall within the Specification and provisions of the Call-Off Contract.

The details set out within this SOW apply only in relation to the Deliverables detailed herein and will not apply to any other SOWs executed or to be executed under this Call-Off Contract, unless otherwise agreed by the Parties in writing.

Date of SOW: 01 November 2022

SOW Title: Statement of Work 01

SOW Reference: DOS-WP2103-01

Call-Off Contract Reference: WP2103 User Research Participants for GOV.UK Roadmap

Buyer: Cabinet Office

Supplier: CRAGG ROSS DAWSON LIMITED (trading as CRD Research)

SOW Start Date: 01 November 2022

SOW End Date: 30 April 2023

Duration of SOW: 6 months

Key Personnel (Buyer):

Buyer's Authorised Representative

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Additional Contact

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Address:

- **Main Address:** 1 Horse Guards Road, London, SW1A 2HQ.
- **Based:** The White Chapel Building, 10 Whitechapel High Street, London, E1 8QS

Key Personnel (Supplier):

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

1 Call-Off Contract Specification – Deliverables Context

SOW Deliverables Background: This Deliverables will focus on deliverables for WP2103 User Research Participants for GOV.UK Roadmap

Delivery phase(s): Live

Overview of Requirement: Delivery

2 Buyer Requirements – SOW Deliverables

Outcome Description:

Deliverables

- Sign off the brief (Project specification and create screener using the GDS screener template) within 2 working days of receipt.
- Provide expert feedback on feasibility of our project specification and suggest practical solutions to help us achieve our project objectives.
- Provide participants for research session within a maximum of 10 working days from receipt of recruitment brief. Longer can be arranged with advance negotiation. When this cannot be achieved Cabinet Office needs at least 48 hours notice to cancel travel plans etc.
- Provide participant list to the Cabinet Office User researcher at least 48 hours prior to the research session or earlier, as requested by GDS. and if doing overseas recruitment be aware of time differences to ensure sessions are booked within an appropriate time frame.
- If recruiting for IDIs, liaise with the Cabinet Office to understand ideal scheduling (i.e. how long between each interview, and how many interviews to be booked per day).
- If booking for remote research, please ensure that the research participant(s) have access to the right device(s) and are able to log in or have someone to support them if they have accessibility issues.
- Be able to recruit at at least 1 -2 requests per week, more by arrangement.
- Be able to recruit within reasonable locations across the United Kingdom, as per our 'Research Location' <https://www.digitalmarketplace.service.gov.uk/digital-outcomes-and-specialists/opportunities/17961> .
- Provide participants that match the essential criteria specified by the Cabinet Office.
- If unable to take on the brief (project specification), give the user researcher a very clear explanation of the difficulties of the specification, so the researcher can relax the brief if appropriate.
- Service to include distribution and record of incentives for all recruitment, except when user is a no show when no incentive will be paid.
- For face to face research, if participant is late and unable to participate, they should only receive travel money (amount to be agreed with GDS) rather than a full incentive. If a participants is late for session (10 minutes or more), we either reschedule or do not pay incentive
- Responding to reasonable changes in specification from one wave to the next, potentially at reasonable short notice.
- Managing high quality and frequent communication throughout the course of this contract.

Delivery Plan: Not applicable

Dependencies:

- Cabinet Office (Government Digital Service - GOV.UK Programme) will provide will be contract CRAGG ROSS DAWSON LIMITED (trading as CRD Research), listed they type of User Research participants needed, as per our requirements for WP2103:
<https://www.digitalmarketplace.service.gov.uk/digital-outcomes-and-specialists/opportunities/17961>

Supplier Resource Plan: Not applicable

Security Applicable to SOW: Not applicable

The Supplier confirms that all Supplier Staff working on Buyer Sites and on Buyer Systems and Deliverables, have completed Supplier Staff Vetting in accordance with Paragraph 6 (Security of Supplier Staff) of Part B – Annex 1 (Baseline Security Requirements) of Call-Off Schedule 9 (Security).

Cyber Essentials Scheme:

The Buyer requires the Supplier, in accordance with Call-Off Schedule 26 (Cyber Essentials Scheme) to provide a Cyber Essentials Certificate prior to commencing the provision of any Deliverables under this Call-Off Contract.

SOW Standards:

Not applicable.

Performance Management:

Material KPIs	Measured by	Target
<p>GOV.UK Programme - Provision of participants for between 60 minute to half-day, 1-to-1 interviews and usability testing. We may need to use other research methods, e.g. telephone interviews, ethnographic observation or online tasks.</p> <p>CRD Research to provide research participants at the request of the GOV.UK Programme based on the specifications provided in the original brief: https://www.digitalmarketplace.service.gov.uk/digital-outcomes-and-specialists/opportunities/17961</p>	<ul style="list-style-type: none">• CRD Research to provide the participants as requested based on the requirements of that round. These requirements will be specified to CRD Research by GOV.UK programme for each recruitment round.• We require CRD Research to create a screener using a GDS approved template for recruiting participants based on our criteria, and to maintain this for the duration of the engagement. Screener must be shared with GDS prior to launching recruitment for their review and sign off.• It is usually 6 participants per round but we would like to have the flexibility to occasionally ask for more.	<p>Per round until the expiry of contract</p>

CRD Research to provide participants with 2 weeks notice, with shorter timescales in some circumstances.	CRD Research performance in providing the participants as required within the timescale requested.	When requested until the expiry of the contract
CRD Research to handle Incentives and pay directly to participants	Each invoice should contain a clear breakdown of all charges.	Per round until expiry of the contract
CRD Research will not charge for no-show participants.	Feedback from user research sessions. The User Research contact will inform CRD Research should there be any no-shows. Every effort should be made to avoid no-shows.	Per round until expiry of the contract
CRD Research to meet 'Deliverables', as stated in 'Statement of Work' and Future 'Statement of Work'	Please see 'Deliverables' mentioned above	Per round and Throughout the contract, until expiry

Additional Requirements:

Annex 1 – Where Annex 1 of Joint Schedule 11 (Processing Data) in the Call-Off Contract does not accurately reflect the data Processor / Controller arrangements applicable to this Statement of Work, the Parties shall comply with the revised Annex 1 attached to this Statement of Work.

Key Supplier Staff:

Key Role	Key Staff	Contract Details	Employment / Engagement Route (incl. inside/outside IR35)
[REDACTED]	[REDACTED]	[REDACTED]	Outside IR35 (Not applicable since this is procuring User Research Participants)
[REDACTED]	[REDACTED]	[REDACTED]	Outside IR35 (Not applicable since this is procuring User Research Participants)
[REDACTED]	[REDACTED]	[REDACTED]	Outside IR35 (Not applicable since this is procuring User Research Participants)

SOW Reporting Requirements:

Ref.	Type of Information	Which Services does this requirement apply to?	Required regularity of Submission
1.	N/A		
1.1	N/A	N/A	N/A

3 Charges**Call Off Contract Charges:**

The applicable charging method(s) for this SOW is:

Other pricing method or a combination of pricing methods agreed by the Parties

[REDACTED]

Rate Cards Applicable:

Cost of Recruitment of User research participants for each round (based of 6 participants):

	Cost
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

[Redacted]

[Redacted]

	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted] +
[Redacted]	[Redacted]

[Redacted]

[REDACTED]

	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Signatures and Approvals

Agreement of this SOW

BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into Appendix 1 of the Order Form and incorporated into the Call-Off Contract and be legally binding on the Parties:

For and on behalf of the Supplier - CRAGG ROSS DAWSON

[REDACTED]
[REDACTED]
[REDACTED]

Signature:

For and on behalf of the Buy: Cabinet Office

[REDACTED] [REDACTED]
[REDACTED] [REDACTED]
[REDACTED] 24/10/22
[REDACTED]

Annex 1

Data Processing

Prior to the execution of this Statement of Work, the Parties shall review Annex 1 of Joint Schedule 11 (Processing Data) and if the contents of Annex 1 does not adequately cover the Processor / Controller arrangements covered by this Statement of Work, Annex 1 shall be amended as set out below and the following table shall apply to the Processing activities undertaken under this Statement of Work only:

Data Controller Name: Cabinet Office and CRAGG ROSS DAWSON

Data Processor Name: N/A

Description	Details
Identity of Controller for each Category of Personal Data	<p>The Parties are Independent Controllers of Personal Data</p> <p>The Parties acknowledge that they are each an Independent Controller for the purposes of the Data Protection Legislation in respect of:</p> <ul style="list-style-type: none">• personal data that the Supplier processes to identify appropriate user research participants in accordance with the criteria outlined in the Digital Marketplace offering for which the Supplier is the Controller.• any personal data concerning potential user research participants shared with the Buyer by the Supplier for which the Buyer is the Controller;• personal data the Buyer collects from user research participants during research interviews and other activities for which the Buyer is the Controller.• Business contact details of Supplier Personnel for which the Supplier is the Controller• Business contact details of any directors, officers, employees, agents, consultants and contractors of Buyer (excluding the Supplier Personnel) engaged in the performance of the Buyer's duties under the Contract) for which the Buyer is the Controller.
Duration of the Processing	<p>The duration of each round of user research will not be longer than 4 weeks. The duration of all recruitment commissions is bound by the duration of the due date of the deliverables (31 October 2023).</p> <p>3 years remain the agreed retention period with user research at GDS. CRAGG ROSS DAWSON will be subject to contract terms of data belonging to GDS</p>
Nature and purposes of the Processing	<p>To facilitate the fulfilment of the Buyer's obligations arising from this contract:</p> <p>Recruitment of groups of participants as outlined in the Buyer's brief - see the Digital Marketplace offering.</p>

Type of Personal Data	Includes but not limited to: Name, email addresses, phone numbers, capacity information (how confident they are using digital services / technology), any impairments user research participants may have, demographic data such as age, gender
Categories of Data Subject	Includes but not limited to: (i) User Research Participants or Applicants whose data may be processed in relation to the Supplier's recruitment services. (ii) Buyer staff that are concerned with the management of the contract.
Plan for return and destruction of the data once the Processing is complete UNLESS requirement under Union or Member State law to preserve that type of data	From CRD Data Protection Policy: Project databases are destroyed on an agreed date after research projects (usually 3 months) and the client is informed.

Annex 3 (Expenses Policy)

Cabinet Office Travel and Expenses Policy:

Annex A - Subsistence rates

UK rates

Overseas rates

UK rates

UK Lodging rate for rented accommodation

Ceiling - £37 per night.

UK Hotel accommodation rate

Ceiling for bed and breakfast:

London (from centre out to the M25 motorway ring road) - £130.00

Major cities (Aberdeen, Birmingham, Belfast, Bristol, Cardiff, Coventry, Edinburgh, Glasgow, Harlow, Leeds, Liverpool, Manchester, Middlesbrough, Newcastle, Oxford, Portsmouth, Reading, Sheffield, York) - £90.00

Elsewhere - All other locations not mentioned above - £85.

If the cost of breakfast is not included in the accommodation charge a separate payment may be made. The room and breakfast costs overall should remain within the above ceiling. If breakfast cannot be taken because of an early start, a separate breakfast allowance may be paid. See below.

UK Meal allowance

If working more than 5 miles away from your normal place of work you are entitled to claim for:

one meal if away for over 5 hours

two meals if away for 10 to 12 hours

three meals if away for over 12 hours

The ceilings within which you may claim are:

£5 - breakfast

£5 - lunch

£18 - dinner

£23 - combined lunch and dinner

These costs cover food and drink and must be supported by receipts.

The amounts are set at levels which ensure that individuals are not subject to personal tax liabilities, but this is a concession by HMRC and is based on the principle that claims are for subsistence, for example, food and non-alcoholic drinks.

The tax concession could be withdrawn if, for example, staff utilise the allowances for alcoholic drinks instead of the purpose for which they are intended for example, to reimburse out of pocket expenses on food.

Modest expenditure on alcoholic/soft drinks is permissible but if a meal is provided by a third party then a claim solely for alcoholic/soft drinks must not exceed £4 and should be supported by receipts.

Finance will consider claims above the ceiling, only if an individual can provide evidence that purchase within ceilings was impossible and that the higher expenditure was justifiable.

UK Late working meal rate - Actual Expenditure up to a Ceiling of £5

This is a taxable expense and should be claimed via iexpenses using the late/additional attendance template. It is intended to cover periods where a manager makes an unexpected and unscheduled occasional request for an employee to remain working in the office beyond 8pm after completion of a full day's work. .

UK Personal Incidental Hotel Expenses - £5 per night

This payment is flat rate and non-taxable within HM Revenue & Customs (HMRC) limit. It may be claimed to cover out-of-pocket personal expenses (for example laundry, tips, phone calls home) incurred during overnight stays in an hotel or residential training course accommodation. The payment may not be made in conjunction with the flat rate payment for staying with friends or relatives.

UK Staying with friends or relatives rate - £25 per day

This is a flat-rate payment and takes account of all aspects of a 24 hour stay: for example, accommodation, meals, phone calls home and transport between temporary office and place of temporary residence. It may not be claimed in conjunction with the payment for Personal Incidental Expenses.

Following a review of its policy HMRC has withdrawn the tax relief that used to apply to this flat-rate payment and, with effect from April 2009, any claim for a stay with friends or relatives is subject to a tax liability. The Cabinet Office will bear this additional cost. However, in order to ensure that the tax is properly accounted for, you must select the 'Notionally Taxed Expenses' option from the 'Expense Template' drop-down box when creating a claim in RM on Oracle. For those without access to Oracle, there is a similar option on form [CO EXP21](#) in CabWeb.

Overseas rates

Overseas subsistence for hotels, meals and local home to office travel

A separate rate is set for each [country](#) to cover meals, accommodation and hotel to office travel. Travel from the airport to hotel will be reimbursed separately. The Expenses Team in finance can advise.

Overseas staying with relatives or friends rate

If you stay with friends or relatives overseas you will receive the residual element of the subsistence allowance payable for the [country](#). It may not be claimed in conjunction with Overseas Personal Incidental Expenses.

A tax liability applies to a stay with relatives and friends overseas, just as it does in the UK It is therefore important that you follow the guidance given above when it comes to submitting a claim for expenses.

Overseas personal incidental hotel expenses

days 1 to 4 = £5 per day

day 5 onwards = £10 per day

This is a flat rate and non-taxable within HMRC limit. It may not be claimed in conjunction with the payment for staying with relatives or friends overseas.

Overseas rented accommodation

This will be determined by the market rate of standard accommodation overseas. Refer to the [Overseas Secondment Guide](#) in the Travel Guide for assistance.

Fee paid and non-staff subsistence claims must not exceed the ceilings for permanent employees.