**UK travel and subsistence rates**

Page Content

Information about what you can claim and mileage rates (rates updated January 2012).

**Hotel and overnight stays**

The maximum costs for hotel and bed and breakfast stays are £125 per night for London based establishments and £85 per night for those based outside of London.

**Expenses**

The department will reimburse you for any costs you incur during your travel period, up to the maximums detailed below.

Travelling during the day (no overnight stay)

You can claim up to £4.50 for the cost of breakfast if:

* You leave home at least 90 minutes earlier than normal on Departmental business **and**
* will be away from home for more than 12 hours **and**
* did not have breakfast at home.

You can claim up to £4.50 for the cost of lunch or an additional meal if:

* You will be away from the office for 5 hours or more **and**
* You were not provided with a lunch or meal.

Or you can claim up to £9.30 for the cost of two meals if:

* You will be away for the office for 10 hours or more **and**
* You were not provided with meals (if you were provided with lunch then you can claim up to £4.80 for your second meal.

Overnight Stays

For each 24 period away from the office you can claim up to:

* £4.50 for the cost of lunch if this is not provided
* £14.50 for the cost of dinner if this is not provided
* £5 for incidentals such as newspapers and laundry.

Abnormally high expenses

In exceptional circumstances the department may reimburse you for expenses that exceed the maximums detailed above if for example, you have no choice where you can purchase your meal and it has cost you more that the maximum.

Wherever possible you should agree the additional spend with your line manager before you purchase the item. All claims must be agreed by your line manager.

Staying with friends and relatives

If you make your own accommodation arrangements, for each 24 hour period you can claim £25. Claims should be made on the Taxable Expenses Claim form, and will be paid (less Tax and NI) through salary.

Motor mileage rates

The use of a private vehicle should only be used where there is no suitable alternative to public transport or where it is the cheapest option after considering car hire. For further information see the guidance in the documents section below.

We pay the maximum rates under the HMRC Approved Mileage Allowance Payment (AMAP) scheme. The current rates are shown in the following table.

|  |  |
| --- | --- |
| **Cars and vans** | **Rate** |
| Standard rate for the first 10,000 miles in the tax year | 45p per mile |
| Lower standard rate for each additional mile over 10,000 miles | 25p per mile |
| Motor bikes | 24p per mile |
| Bicycles | 20p per mile |

Passenger supplement

If you use your own car for business travel and provide a lift for other department staff who are also on official business, you can claim a 5p per mile supplement for each passenger.

Equipment supplement

If you carry business related equipment in your own car, you can claim 2p per mile.

Lease car mileage rates

If you are driving a lease car provided by the Department, you can claim the following rates per mile for business use (effective from 1/12/09):

|  |  |  |  |
| --- | --- | --- | --- |
| Engine size | Petrol | Diesel | LPG |
| 1400cc or less | 11p | 11p | 7p |
| 1401cc or more | 14p | 11p | 8p |