



## **TRAVELLING AND SUBSISTENCE EXPENSES FOR CONTRACTORS**

### **General**

1. Reimbursement of travelling and subsistence expenses will be on the basis of costs actually and reasonably incurred and must be supported by the production of receipts. The expenses payable are also subject to the maximum allowances set out below, and any maximum price agreed in the Contract. These provisions will apply for the duration of the Contract.
2. Claims for travelling and subsistence expenses must be for the purpose of performing the duties prescribed under the Contract.
3. Travelling and subsistence expenses are not admissible in respect of travelling between home and place of work for the purposes of the Contract.
4. Visits outside the United Kingdom (UK) require prior written approval by MHCLG. MHCLG may authorise (in writing) different travel and subsistence rates for visits outside the UK in accordance with the MHCLG standard rates in force at the time.
5. Each claim for payment under the Contract must separately identify those elements of the claim that represent travel and subsistence expenses.
6. MHCLG does not insist on comprehensive insurance cover (where applicable) but will accept no liability in the event of any accident, damage, injury or death.
7. MHCLG, in paying travel and subsistence expenses, expects claimants to note any benefits (such as frequent flying schemes etc.) and to offset these against further travel costs associated with MHCLG's business.
8. MHCLG has a travel management arrangement in place with a third party supplier (Corporate Travel Management, previously Redfern). The MHCLG Contract Manager may permit travel to be booked under this arrangement.

### **Travel - General**

9. Any travel undertaken as a consequence of performance of the Contract must use the most cost effective means (taking into account the cost of travel, the cost of meals and accommodation and savings in time) for the whole journey.

### **Travel by Motor Vehicles / Bicycle**

10. Mileage allowances for travel by private car, motorcycle or bicycle:

Private car:	30p per mile up to 10,000 miles, 25p per mile over 10,000 miles
Motorcycle:	24p per mile
Passenger rate (official passengers only)	2p per mile for the first official passenger, 1p per mile for the second and any additional official passengers
Bicycle:	20p per mile
CPD/004/121/149	



11. The distance on which the expenses are payable should be the distance travelled between the claimant's normal place of work and the place(s) visited, by the shortest practicable route.

12. Where motor vehicle mileage allowance is claimed, each claim should state the amount of the current claim and the cumulative mileage claimed to date under the Contract.

### **Travel by Train**

13. The entitlement is to standard class fare.

### **Subsistence - General**

14. Subsistence allowances are not admissible if the place visited is 5 miles or less by the most direct route from the claimant's normal place of work or from MHCLG's London or Hastings offices or from any Premises specified in the Contract.

### **Night Subsistence**

15. Night subsistence allowance is an allowance paid for an overnight absence. It covers an absence of up to 24 hours plus any additional period not reckonable for day allowance (i.e. less than 5 hours), and is payable for a period of up to 30 nights in any one place. Thereafter, a lower allowance is payable.

16. All overnight stays must be agreed with MHCLG in writing in advance of incurring expenditure. The maximum night subsistence allowance is:

London	£95.00
Elsewhere	£75.00

17. Where it is not possible to obtain accommodation within these rates, MHCLG may at its discretion pay additional expenses. The claimant must provide supporting evidence of the reasons for exceeding the maximum allowance and receipts showing disbursements to support MHCLG in making its decision.

### **Day Subsistence**

18. The day subsistence allowances are:

5 to 10 hours	£4.50
10 to 12 hours	£9.50
Over 12 hours	£14.00

19. Day allowances are not admissible for any period already covered by a night allowance and similarly a lesser day allowance is not admissible for any period covered by a greater day allowance (e.g. a 5 to 10 hour allowance may not be claimed where a 10 to 12 hour allowance is appropriate).

### **Taxis**

20. Travel by taxi should take place only in exceptional circumstances – in particular, where it is necessary to ensure personal safety.