

DfT Travel and Subsistence (T&S) guidance

8. Travel by Rail

All staff must travel **standard class** irrespective of grade, except under certain circumstances, including;

- Temporary or permanent disability; a temporary disability might include things such as a broken leg or arm, or any injury or other condition that affects mobility. A permanent disability is as defined by the Equality Act 2010.
- Pregnancy related reasons

9. Air Travel within the UK

All staff must travel **economy class** irrespective of grade except under certain circumstances, including;

- Temporary or permanent disability (see paragraph 8 for further guidance)
- Pregnancy related reasons

10. Sea Travel

When travelling by sea, all journeys will be **economy** or **standard** class irrespective of grade, except under certain circumstances, including;

- Temporary or permanent disability (see paragraph 8 for further guidance)
- Pregnancy related reasons

The cost of a sleeping berth and the actual cost of breakfast will be reimbursed if staff are required to travel overnight

11. Use of privately owned motor vehicles for UK travel

You must not use a vehicle for official travel unless you satisfy the Department's ownership, insurance and documentation requirements (set out in [paragraph 13](#)).

If you use a motor vehicle for official travel in the UK:

- you are entitled to be reimbursed at the motor mileage allowance rate set out in the attached table.
- you are entitled to be reimbursed for the amount of mileage set out in paragraph 12 below.
- your certifying officer is entitled to see the documents relating to ownership and insurance before certifying any claim for reimbursement

Please refer to local guidance on how to make a claim.

12. Motor mileage allowance

You are entitled to be paid motor mileage allowance either at public transport rate (PTR) or at standard mileage rate (SMR). The current rates are set out in the attached [table](#). You should

note the maximum limit of 10,000 miles per annum that may be reimbursed at the higher SMR rate.

If you could reasonably have used public transport for the journey in question, you must claim PTR. You are entitled to be reimbursed at SMR if;

- it is not practicable to use public transport for the journey or
- if the total costs of the journey (including subsistence costs) are less than public transport because you share the journey with colleagues or
- you need to carry heavy equipment or
- you are pregnant or have a temporary or permanent disability which makes the use of public transport difficult

To claim either you must satisfy the vehicle ownership, insurance and documentation requirements set out below.

13. Ownership

The vehicle ownership requirements are that the motor vehicle in question:

- is owned by you or being purchased by you on credit terms and is registered in your name or
- has been hired by you for your private use or
- is not registered in your name but is in your lawful possession where you have permission from the owner to use the vehicle and have adequate insurance cover as set out in paragraph 14.

14. Insurance

To be eligible to claim any motor mileage allowance (whether PTR or SMR) you must ensure that your private motor vehicle insurance policy contains either:

- a clause permitting the use of the vehicle by you in person in connection with your business or
- a clause specifically permitting the use of the vehicle by you in person on the business of the DfT or
- where the vehicle is not registered in your name, has a clause specifically permitting use of the vehicle by you on the business of the DfT

If you claim motor mileage allowance at PTR, your private motor vehicle insurance policy must meet the statutory requirements set out in Part IV of the Road Traffic Act 1988. In summary, that is cover, without financial limit, for any liability in respect of:

- bodily injury to or death of third parties
- bodily injury or death of any passengers and
- with cover equal to or exceeding the statutory minimum requirement of £250,000
- damage to the property of third parties and/or passengers

To claim motor mileage allowance at SMR, you must have a comprehensive insurance policy covering the risks set out above and also damage to or loss of the vehicle. You should note that some insurance policies that are otherwise fully comprehensive may exclude some liabilities.

15. Other documentation

In addition to the ownership and insurance sections any privately owned vehicle used by you on official business must comply with all other requirements for use on the public roads including having a current vehicle excise disc and where necessary a current test certificate. You must also have a current driving licence that entitles you to drive the vehicle.

If you use a private motor vehicle for official travel or you are a passenger on official travel being carried in a private motor vehicle, you will, subject to the attached exclusions be treated as acting in the course of your duties for the purposes of the injury benefit provisions of the Civil Service Injury Benefit Scheme.

Exclusions

- where such injury, loss or damage resulted from your own serious and culpable negligence (for instance if you were driving a car under the influence of alcohol or drugs)
- the injury, loss or damage occurred during your ordinary travel between your permanent home and your workplace except where the journey was a duty journey as defined in the CSIBS rules
- if the claim is for death or personal injury sustained in circumstances unrelated to the nature of your employment and is not covered under the terms of the Civil Service Compensation Scheme (CSCS)
- claims for loss or damage to property unrelated to the nature of your employment, whether or not on official premises

Further information on the scheme and the Civil Service compensation scheme which provides benefits to staff who are injured off duty while away from home on official business are available from Central Pay and Pensions.

16. Hire cars

If it is more cost effective to use a hire car for journeys you cannot claim motor mileage allowance but you are entitled to be reimbursed all the costs associated with the hire of the vehicle. Please refer to local guidance for car hire and insurance requirements.

17. Amount of mileage to be claimed

The amount of mileage for which you can be reimbursed for in accordance with paragraph 12 is the actual mileage based on the shortest most efficient route, taking account of the distance and time spent travelling. Your home to normal workplace mileage must not form part of the claim unless a clear saving in distance and time can be shown. The only exceptions to this are:

- When working late (see [paragraph 6](#))
- Where public transport is disrupted or interrupted for whatever reason and you necessarily use a car, motorcycle or pedal cycle to travel to your normal workplace instead of travelling by public transport

If you claim a motor mileage allowance or motor cycle mileage allowance you must:

- keep a complete, permanent record, for each financial year, of all your mileage claimed at PTR, SMR or motor cycle mileage allowance (this information has to be provided to the Inland Revenue),
- ensure that, for each claim you enter onto the claim form:
- the mileage claimed

- your total, cumulative mileage claimed at PTR, SMR or motor cycle mileage allowance for the financial year
- claim only at the appropriate lower rate/public transport rate shown in the attached [table](#) when 10,000 miles has been exceeded in that financial year

18. Overseas travel by air

- All overseas air journeys of less than 8 hours will be economy class irrespective of grade, except under certain circumstances, including;
 - Temporary or permanent disability (see paragraph 8 of guidance)
 - Pregnancy related reasons
 - In the case of emergencies e.g. where a crash inspector has to be at a site within a certain time or staff with security responsibilities have to be at a location within a certain time and an economy ticket is not available.
 - In the case of staff who are scheduled to start work upon arrival at their destination and there is no viable business option to defer the work until after an appropriate rest period e.g. marine surveyors where they are scheduled to start survey work immediately upon arrival at their destination and are unable to defer the work until after a rest period.
 - Written permission from a Director, or for marine surveyors a G6/Assistant Director, must be obtained prior to flying business class or premium economy on flights below 8 hours [using the standard template](#)
 - When approving business class or premium economy flights below 8 hours, Directors will need to consider;
 - If attendance, for instance at a meeting, is really necessary or if the Departments position can be fed in through another method such as a separate meeting on an alternative date or via video conferencing.
 - Could the meeting or event be re-scheduled
 - Is the requirement to travel at short notice genuine or due to poor planning
 - Does the individual have to work on arrival after an overnight flight or can they schedule an overnight stay or rest period.
- Flights of over 8 hours will be economy, premium economy or business class.

19. Internal Air Travel

- All staff must travel economy class irrespective of grade except under certain circumstances, including;
 - Temporary or permanent disability (see paragraph 8 for further guidance)
 - Pregnancy related reasons

20. Rail travel (including Eurostar)

- All staff must travel standard class irrespective of grade, except under certain circumstances, including;
 - Temporary or permanent disability (see paragraph 8 for further guidance)
 - Pregnancy related reasons
- The cost of reserving a seat will be reimbursed.

21. Sea travel

- When travelling by sea, all journeys will be economy or standard class irrespective of grade, except under certain circumstances, including;
 - Temporary or permanent disability (see paragraph 8 for further guidance)
 - Pregnancy related reasons

The cost of a sleeping berth and the actual cost of breakfast will be reimbursed if staff are required to travel overnight.

Overseas Subsistence

22. Conference rates

- The circumstances in which conference rates can apply are:
 - you attend an EC meeting or international conference which is being run simultaneously with other meetings and you are unable to book accommodation within the limits of the appropriate FCO overseas subsistence rate or
 - the meeting is held in a hotel where other representatives are staying and it could be problematic to stay elsewhere.

23. Visas

- You are entitled to be reimbursed the cost of obtaining Visas for travel on official business, please refer to local guidance on how to make a claim. These can be applied for through the Department's travel arrangements or through the Home Office Visa Department, Counter 33, Clive House, London SW1H 9HD. Your passport must be valid for at least six months beyond the proposed date of travel.

UK travel rates*

	First 10,000 miles	Over 10,000 miles
	per tax year	per tax year
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p
Passenger rate	5p	5p
Public Transport rate	25p	25p

Equipment supplement (taxable)	2p	2p
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UK subsistence indicative levels (Actuals supported by receipts)

Day subsistence

Breakfast indicative level (irregular start before 6.00 am)	up to £5.00
One meal indicative level (Five hour rate)	up to £5.00
Two meal indicative level (Ten hour rate)	up to £10.00
Late evening meal indicative level (irregular late finishers only)	up to £15.00

Night subsistence

Hotel indicative level London	up to £115 per night
Hotel indicative level elsewhere	up to £90 per night
Overnight stay evening meal indicative level	up to £15.00

Attendance at functions

- The limit for purchase of evening wear is 50 percent of the cost up to a maximum of £100.

Overseas Travel Indicative levels (Actuals supported by receipts)

Overseas indicative levels	Up to the Foreign and Commonwealth Office overseas subsistence rates which are maintained on the HMRC site.
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Incidental allowance	Up to £10 for each overnight stay.
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Climatic clothing (taxable)	£175 not more than once every three years.
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Luggage (taxable)	£50 not more than once every two years.
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