

Travel and Subsistence Annex: Estimated Price

1. Travelling and subsistence expenses included within the Estimated Price Breakdown shall be reimbursed at cost subject to the upper limit of allowances payable to Departmental staff of equivalent status.

2. Any travel undertaken as a consequence of performance of the Contract must utilise 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. Claims for travelling and subsistence must be related to the performance of duties for the purposes of this Contract and be certified as such. **Visits abroad require the prior approval of the Department.**

3. The current Departmental rates are shown below. These rates will apply for the duration of the Contract. Please see note below on rail travel.

Travel by Motor Vehicles

4. Motor mileage allowances for travel by private car and van:

- Up to 10000miles - 45 pence per mile
- Over 10000 miles - 25 pence per mile

Travel by Motor Cycle

5. Motor mileage allowances for travel by private motorcycle and motorcycle combinations is 24 pence per mile.

Travel by Pedal Cycle

6. The pedal cycle allowance is 20 pence per mile.

Travel by Train

7. Travel by train should be by standard class (including Eurostar) - irrespective of grade, entitlement or distance - unless there are compelling reasons to travel first class or, exceptionally, a first class discount ticket is cheaper. Any claim for travel other than standard class must be approved in advance by the Department.

Before the higher cost travel is used you must consider the business need and whether the extra expenditure is justified.

Subsistence

8. Each Government Department is required to set its own standard rates for night subsistence. The Department has issued the rates set out in paragraph 8 below. For the purposes of this Contract therefore, these rates will apply although it is recognised that other rates and conditions may be applied by different contracting authorities, over whom the Department has no control.

(a) Night subsistence allowance (irrespective of salary) indicative ceilings:

- London - £110.00
- Elsewhere - £90.00

(b) Day subsistence allowance (irrespective of salary) indicative ceilings:

- 5 to 10 hours - £4.50
- 10 to 12 hours - £9.50
- over 12 hours - £14.00

Actuals

9. Supporting evidence including the reasons for exceeding the limits in paragraph 8 and receipts showing disbursements will be required with each claim for payment.

Notes

Each claim for payment under the Contract must separately identify those elements of the claim which represent travel and subsistence expenses.

A supplement of 5 pence per mile may be claimed for each mile another person employed on the Contract is carried in / on a private motor vehicle.

The Department does not insist on comprehensive insurance cover (where applicable) but will accept no liability in the event of any accident, damage, injury or death.

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

A 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 lodging allowance is payable.

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). 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.

Travelling and subsistence allowances are not admissible in respect of travelling between home and place of work for the purposes of the contract.

The Department in paying travel and subsistence expects contractors to note any benefits (such as frequent flying schemes etc.) and to offset these against further travel costs associated with the Department's business.