



UK Visas  
& Immigration

## **UKVI & HMPO**

Guide to travel and expenses for  
CSE assessors  
Inland and overseas

May 2016

## Financial planning

All travel related costs must have been approved in line with the agreed contract. All other spending must be approved.

## Golden rules

There are some really simple rules that can all adopt to help reduce unnecessary spending

- **No unnecessary travel.** Consider telephone or video conferencing as an alternative to face to face meetings. Alternatively arrange travel to get the most out of each journey (sequencing meetings to fit more in on the day).
- **Travel less and make the most when you do**
- **Plan ahead.**
  - Book early - ticket prices normally increase closer to the day of travel. Booking early reduces costs and it is easier to organise meetings in colleague's calendars if you can give more notice.
- **Use the cheapest ticket type and arrangements** - consider the total cost of travel and use the cheapest option.
- **Only claim for additional expenses**, over and above what you would spend if you were at your normal duty station.

## Cheapest travel options

Advance tickets should be booked as early as possible to maximise the availability of cheap tickets. It is often cheaper to book two single tickets than a return and the split ticketing option in the online booking tool can also yield savings on selected journeys. You should therefore check all options before booking.

## Oyster cards

If you pay for an Oyster card in cash and pre-load it (say with £30) you can only claim back the cost of each journey as it is taken, but not the initial outlay of buying and pre-paying for the Oyster.

## T&E card holder responsibilities.

You need to maintain a log of monthly transactions and check this against CSE UKVI & HMPO managers.

## Subsistence

### Meals – receipt based subject to maximum limit

You can claim the actual cost, up to the specified limit when you are absent from your permanent station if:

1. you **necessarily** purchase a meal(s) comprising food and / or a drink, and;
2. at a **greater** cost than if you were at your permanent station.

The limits are:

- a. More than 5 hours up to 10 hours - **up to £4.25**
- b. More than 10 hours - **up to £9.30**
- c. 24 hour (overnight) – **up to £26.00**

A period of more than 5 hours or more than 10 hours following a complete 24-hour period that attracts the 24-hour meal rate attracts the same limit as set out above.

### **Claims not appropriate**

If you do not buy a meal, or do not spend any more than average during the week, then you are not eligible to claim expenses on those items.

Staff would not normally be expected to claim for the cost of meals where a subsidised staff canteen exists at the detached duty location, Subsidised canteens exist in:

- Sheffield, at Vulcan House
- Croydon, at Lunar House and Apollo House
- London, at 2 Marsham Street
- Police training facility at Hendon (College of Policing)
- Harperley Hall (College of Policing)
- Ryton – near Coventry(College of Policing)

### **NB.** Common sense considerations:

- This rule does not apply to anything purchased while travelling, for example coffee at the rail station at the start of the journey or a second meal in a qualifying period of more than 10 hours.
- Staff working at a location in or near to a subsidised canteen may pre-purchase a meal on their journey if they do not have time in their calendar to visit the subsidised canteen, at line manager's discretion. However, there are tax implications if you purchase a meal or drinks within 5 miles of your permanent work station or if you pay for a meal after returning home or to your permanent station.

### **Mileage costs on private vehicles**

#### **Public transport rate of motor mileage**

(Effective date September 1 1994)

23.8p per mile

#### **2. Standard rate of motor mileage**

(Effective date April 1 2002)

All engine sizes

Up to 10,000 miles: 40p per mile

Over 10,000 miles: 25p per mile

### 3. Motor cycles and motor cycle combinations

(Rate for travel from June 1 2008):

All sizes and mileage

24p per mile.

### Pedal cycle allowance

Rate: 6.2p per mile

### 4. Official car mileage

Official car rate with effect from 1 September 2015		
Engine capacity	Petrol	Diesel
up to 1400 cc	11 pence per mile	9 pence per mile
1401 - 2000 cc	14 pence per mile	9 pence per mile
above 2000 cc	21 pence per mile	13 pence per mile

The Home Office will not reimburse tips or gratuities save where the gratuity is part of the accepted price for the service – e.g. service charge in a restaurant.

#### 3.4 AIR TRAVEL Within and from UK

**UKVI- the hotel and flights had been booked overseas by the hub which the assessor was visiting for 2016 surveillance visits.**

## PLANNING AND BUDGETTING

### Prior authorisation of visits

In considering a visit outside the UK, careful regard must be given to the objective and HO business justification of the visit. In particular, when assessing the cost and benefits of the visit, the authorising manager must be satisfied the objective could not satisfactorily be met by any other means. As a matter of course the following planning checks should be made prior to authorising the visit the business justification for the visit – including numbers travelling and ensuring no duplication across other HO directorates and other Government departments the itinerary and length of the visit and security issues consultation and liaison with Foreign & Commonwealth Office (FCO) the estimated cost of the visit - including all travel and accommodation approval of the budget – including cost of travelling.

### Business justification for visit

Other Government departments and agencies should be consulted to ensure a visit with a similar purpose is not already being planned in which they might be able to include Home Office interests. Authorising managers should be

satisfied the purpose of the visit could not be undertaken by the FCO Diplomatic Service Officer. The relevant geographical department of FCO should be consulted at the planning stage by the Directorate proposing the visit.

### **Itinerary and length of visits**

Programmes or itineraries should be planned and agreed with the organisation being visited as far in advance as possible in order to maximise the use of the time spent abroad and keep cost to a minimum. This is especially important where a programme of visits is needed. Assessors should book visits as far in advance as possible to take advantage of cheaper travel.

### **Personal security & welfare**

Assessors have a duty of care to ensure the safety, health and welfare of themselves. In doing so they must be satisfied all necessary checks have been taken to assessors travelling outside the UK have been provided with the information they require to ensure they conduct official business in a safe and responsible manner.

Home Office employees should be aware travel outside the UK can present.