

## REVISED TRAVEL AND SUBSISTENCE GUIDELINES

### TRAVEL

#### ( 1 ) Rail Travel

The class of travel will normally be Standard Class. However where the journey time **exceeds 120 minutes** (excluding transfer times) and there is a need to work whilst travelling then First Class travel will be permitted.

#### ( 2 ) Travel by Car

You can use your own car for business travel in the following circumstances where;

- (a) There is no suitable public transport available, or
- (b) The time saving is important, or
- (c) There is a cost saving by using a car instead of public transport, or
- (d) There is a need to transport heavy office equipment or other items.

If you use your own car on PFS business you may claim a mileage allowance which is currently **40p per mile up to 10,000 miles then 25p per mile thereafter**. You can also claim for any associated expenditure – e.g. tolls, congestion charges and reasonable parking charges provided that these are necessarily incurred on PFS business.

#### ( 3 ) Travel by Taxi or Minicab

Taxi (or Minicab) fares will be reimbursed in the following circumstances where ;

- (a) It is cost effective due to numbers travelling together.
- (b) There is no other suitable method of travel.
- (c) Heavy office equipment or luggage needs to be transported.
- (d) It is late at night or early in the morning.
- (e) The time saving is important.

#### ( 4 ) Air Travel

Air travel may be used where;

- (a) It is time and cost effective in comparison to equivalent rail fare, or using your car.
- (b) The urgency of the journey justifies the extra cost.

If you travel by air for the above reasons you should ensure that you choose the most cost efficient flight. The class of flight will be Economy.

## **SUBSISTENCE**

### **What you may claim:**

#### **( 1 ) Overnight Subsistence Allowance – Up to £21.25 (Maximum)**

This allowance is intended to help with the costs involved in spending nights away from home on official business, at a place which is beyond reasonable daily travelling distance. The allowance may also be claimed if you have to travel the night before starting work, or if you cannot reasonably expect to get home in the same night as you finish work.

The overnight allowance is deemed to cover the cost of an evening meal, breakfast the following morning and **any incidental expenses**.

If you arrange to stay with friends or family a higher rate of up to **£25** can be claimed and is deemed to cover the cost of an evening meal, breakfast the following morning and **any incidental expenses**.

Please note that on any claim for overnight subsistence you can claim either;

- (a) Up to £21.25 (standard allowance)
- “or”
- (b) Up to £25.00 (if staying with friends or family)

you cannot claim both in respect of 1 overnight stay.

### **Deductions :**

If during an overnight stay away on official business, your dinner is provided, you should deduct **£14.05** from the normal maximum overnight subsistence rate of **£21.25**

**Exclusions :**

**Under no circumstance should alcohol be reclaimed as a business expense.**

**Discretionary gratuities cannot be reclaimed as a business expense.**

**You cannot claim an overnight subsistence allowance whilst attending a PFS away day or similar event which may require an overnight stay, accommodation and meals are generally included at such events.**

**( 2 ) Incidental Expense Allowance - £5**

Historically, when on an overnight stay an “Incidental Expense Allowance” could be claimed to cover costs such as personal telephone calls, laundry and newspapers etc.

**Note : This allowance has now been withdrawn and therefore no longer claimable.**

**( 3 ) Meal Allowances**

Where a staff member is away from the office for the day and is “not” required to stay overnight, then any meal costs incurred will not be deemed business expenditure and therefore cannot be reclaimed.

Tea, Coffee, Soft Drinks, Chocolate & Snacks etc during the day :  
When staff are out on business and elect to purchase any of these items, such consumption is deemed to be of a personal nature and therefore cannot be reclaimed as a business expense.

Meal Allowances in Respect of Travel :

- If your journey commences before 7.00am, then **the cost of breakfast – up to £7.20 (Maximum)** can be reclaimed.
- If you are away from your normal place of work for more than 12 hours then you can reclaim the cost of an **evening meal – up to £14.05 (Maximum)**.

- If you arrive back from your destination after 8.00pm then you can also reclaim the cost of an **evening meal – up to £14.05 (Maximum).**

**Exclusions :**

**Under no circumstance should alcohol be reclaimed as a business expense.**

**Discretionary gratuities cannot be reclaimed as a business expense.**

**( 4 ) Client Hosting & Working Lunches**

If you are required to lunch out of the office “**with external clients**” you will be able to reclaim the cost of this back as business entertainment. Note that under no circumstance will alcohol be reclaimable as part of a business entertainment expense.

**T Ogunbayo  
Financial Controller**

**30.07.07**