

BLABY DISTRICT COUNCIL TRAVEL & SUBSISTENCE

Motor Vehicle Allowances

Where the Authority requires the use of a motor vehicle for the efficient performance of your duties, you are eligible to receive allowances for the use of your vehicle.

Where the Authority deems it a requirement for the employee to have the use of a vehicle at their disposal, the post will carry the "Essential User" allowance. In cases where it is merely desirable for a car to be available for occasional use then the post will be deemed "Casual User". This should be specified on your Contract of Employment.

The allowance payable is based on cubic capacity of the vehicle and applies to both motor cars and motor cycles. As at 1st April 2008, these allowances are as follows:

Essential User Allowance

<u>Mileage</u>	<u>451 - 999cc</u>	<u>1000 - 1199cc</u>	<u>1200 - 1450cc</u>
Lump sum per annum	£753	£849	£1,095
per mile first 8,500	34.0p	36.9p	45.8p
per mile after 8,500	13.3p	13.6p	15.8p

Casual User Allowances

<u>Mileage</u>	<u>451 - 999cc</u>	<u>1000 - 1199cc</u>	<u>1200 - 1450cc</u>
per mile first 8,500	42.9p	46.9p	58.7p
per mile after 8,500	13.3p	13.6p	15.8p

In order to be reimbursed for business mileage employees must provide Human Resources with their driving license, registration document and Certificate of Insurance detailing "Business Use".

Economic and environmental considerations must be taken into account for all business journeys. Wherever it is more cost efficient and/or environmentally friendly to car share or make use of public transport, it is expected that managers actively encourage this. Essential users will be required to use their vehicles, and where appropriate, carry passengers for all journeys within the district and to neighbouring authorities. Casual users should not carry essential users in their vehicle and claim mileage allowance, unless by prior arrangement.

Travel Outside Leicestershire

For journeys outside Leicestershire, all employees are required to make use of the appropriate public transport, where available. Rail travel in respect of training courses/seminars will be reimbursed at the standard public transport rate upon receipt of a ticket and/or receipt. Where travel is authorised by car, it is paid at the national contract hire vehicle rate, which is currently 13 pence per mile. This is also the rate of payment for candidates travelling to the district in respect of job interviews.

Overnight Accommodation

The current procedures for overnight stays are such that the seminar/course should provide you with a list of locally recommended hotels. An official Council order should be sent to the hotel and the invoice will be processed through Finance. However, should the hotel not want to comply with this and decline the payment when you leave, the Council will reimburse any personal expenditure incurred once the bill has been presented for payment. Any payment by credit card will be reimbursed through Finance. There is no agreed rate for overnight accommodation due to the varying costs of accommodation in the different locations around the country. Your accommodation must be authorised by your line manager in advance and it will be charged to your sections budget.

Meals

Every endeavour should be made to keep meal costs to a minimum. It is recommended that where overnight accommodation has been arranged that employees keep to the early bird/set menus. No reimbursement will be made in respect of alcohol.

Approved Expenses

Prior to attending any course, seminar, training session or conference, each employee should clarify travel and subsistence arrangements with their Line-Manager, in consultation with Human Resources, prior to travelling. Reimbursement of expenses can be made via the following:

Essential & Casual User Mileage – authorised via Line-Manager. Car mileage claim forms should be sent to Finance by 8th of the month in order to be paid in with your salary on the last Wednesday of the month. Any queries should be addressed to Wendy Schofield on ext 2252.

Subsistence Allowances – Paid via salary/cheque through Finance. Receipts must be supplied with your claim.

Hotel/Accommodation Invoices - an official purchase order should be placed in advance where possible with the invoice being sent to the Finance section for processing.

Subsistence Rates

Allowances will only be payable if the employee is prevented from having normal meal arrangements and therefore incurs extra cost. These amounts will be increased at the rate of inflation.

Breakfast

If leaving home before 6.30 am to travel or to attend a training course, other than Post Entry Training.

Maximum amount £5.48

Lunch

Where the employee is away from their workplace at lunchtime and their usual meal arrangements are disrupted.

Maximum amount £7.57

Tea

Where the employee is away from Blaby and not able to return to Blaby before 7.00 pm.

Maximum amount £2.98

Evening Meal

Where the employee is away from Blaby and not able to return to Blaby until after 8.30 pm

Maximum amount £9.38

Tea and evening meal allowances will also apply to employees who are required to continue working beyond their normal working time and are not in receipt of overtime payments. Tea and evening meal allowance will not both be paid in respect of the same evening's work.

Residential training courses

Maximum amount per night £4.47

Maximum amount per week £17.82