

TRAVEL AND SUBSISTENCE ALLOWANCES

To qualify for breakfast Allowance an Officer must have left home before 0700.

To qualify for Lunch Allowance an Officer must be absent from home and office between 1200-1400 (Noon and 2 pm).

To qualify for Tea Allowance an Officer must be absent from home and office until at least 1830 hours (6.30 pm).

To qualify for Dinner Allowance an Officer must be absent from home until at least 2030 hours (8.30 pm).

***IT SHOULD BE NOTED THAT BOTH TEA AND DINNER ALLOWANCES ARE NOT PAYABLE ON THE SAME DAY (EXCEPT SATURDAY AND SUNDAY)**

<u>Professional</u>	<u>£</u>	<u>Admin. - Civil Service</u>	<u>£</u>
Breakfast*	6.40 (-1.60)	5 Hours and over (and 5 miles from Base)	4.25
Lunch*	8.81 (-2.20)		
Tea*	3.47 (-0.85)	10 Hours and over Out of Pocket	9.30
Dinner*	10.95 (-2.75)		
Overnight Out of Pocket	4.21	<u>O/night-Out of Pocket:-</u> Residential UK Overseas/Republic	5.00 2.90 5.15
Per Week	16.86		
Per 24 hour Period		18.30 + out of pocket admin- civil service only	

***Please note Professional Staff require original receipts for Subsistence ***

RECEIPTS - Receipts are required for :-

- a) London Taxis - £5.00 and over
- b) Elsewhere (inc NI) - £3.00 and over
- c) Car Parking - £1.00 and over
- d) Bus - All journeys

MOTOR CAR ALLOWANCES

Essential User Allowances

	<u>451-999cc</u>	<u>1000-1199cc</u>	<u>1200-1450cc (upwards)</u>
Per Mile - First 8500 miles	36.9	40.9	50.5
Per Mile - After 8500 miles	13.7	14.4	16.4

CIVIL SERVICE RATES

	<u>Up to 1000cc</u>	<u>1001-1500cc</u>	<u>1501-2000cc</u>	<u>Over 2000cc</u>
Per Mile - First 10000 miles	45.0	45.0	45.0	45.0
Per Mile - After 10000 miles	25.0	25.0	25.0	25.0

Passengers - 0.05p per mile for first passenger
0.05p per mile for all other passengers

Equipment - 0.02p per mile

Trailer - 0.05p per mile

Motor Cycle allowance – 24p
Pedal Cycle allowance 20p