

CHARTER TRUST FOR THE CITY OF DURHAM
PARTICULARS OF TRAVELLING AND
SUBSISTENCE ALLOWANCE OF MAYOR/OFFICERS

Name of Claimant (BLOCK LETTERS) Dr/Mr/Mrs/Miss (Delete not applicable)

Private Address (BLOCK LETTERS)

Official position Grade

Payroll Reference Number

Service

Place attended

For (purpose)

Times of Business: From To

Signature of Claimant Date

Certified Correct (Clerk to Charter Trust/Chief Finance Officer)

Dates of Departure & Return	Time of Departure from & Return to home or usual place of business		Mode of Conveyance (if rail, state type & class of ticket)	Details of Journey		Travelling Expenses		Subsistence Allowance	
	Departure	Return		From	Return	£	p	£	p
(For scale allowances see overleaf)						Total			

Company	Cost Centre	Account Code	Analysis Code	Project Task	CR	Amount		VAT Code
						£	p	
Verified		Certified For Payment		VALUE ADDED TAX				
				TOTAL				

TRAVELLING EXPENSES AND SUBSISTENCE ALLOWANCES FOR MAYOR/OFFICERS OF THE CHARTER TRUST FOR THE CITY OF DURHAM (from 1 April 2011) (The Deputy Mayor acting for the Mayor)

A. TRAVELLING ALLOWANCES

1. TRAVELLING ALLOWANCES TO PLACES OUTSIDE THE ADMINISTRATIVE COUNTY OF DURHAM

TRAVELLING ALLOWANCES

- (1) Ordinary rail fare.
- (2) SUPPLEMENTAL ALLOWANCE
 - (i) Sleeping berth charge.
 - (ii) Seat reservations.

2. OTHER RULES

- (1) Rate of travel by taxi-cab – in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid.
- (2) The Mayor/officer will be entitled to standard class fares only. In all cases, entitlement will relate to any available cheap rate or to the ordinary fare, whichever is the less.

Please note that travel warrants must be obtained from the Clerk to the Charter Trustees for all rail travel.

B. SUBSISTENCE ALLOWANCES FOR JOURNEYS TO PLACES OUTSIDE THE ADMINISTRATIVE AREAS OF COUNTY DURHAM

- 1. Absence overnight from the usual place of residence:
No additional reimbursement for meals taken on a train.
London **£120.31** a receipt for accommodation must be produced
Elsewhere in UK **£105.49** a receipt for accommodation must be produced

- 2. Where there is no overnight stay:

Allowance	Minimum Absence	Maximum Amount Claimable
Breakfast	2 hours which must be before 11.00 am	£ 6.51
Lunch	2 hours which must include 12.00 noon to 2.00 pm	8.94
Tea	3 hours which must include 3.00 pm to 6.00 pm	3.52
Evening Meal	3 hours which must be after 7.00 pm	11.07

- 3. Period of absence in excess of 24 hours.
Allowances determined under B1 shall be deemed to cover a continuous period of absence of 24 hours. Where the total length of absence exceeds 24 hours or a multiple thereof, additional meals allowances may be claimed in accordance with the meal rates and time limits in B2.
- 4. Period of absence overnight but not over 24 hours. Payment of the overnight allowances will only be made on production of a receipt for accommodation.
- 5. Additional ground rules in respect of B1 to B4:
 - (a) Payment of overnight allowances as in B1 is subject to the production of an invoice for accommodation. An overnight allowance will not be paid unless an invoice is produced, the claim in such circumstances being limited to meal allowances in accordance with B2 and B3.
 - (b) Mayor/officers may claim full reimbursement of the reasonable cost (including VAT) of a main meal (breakfast, lunch or dinner) taken on a train, subject to a receipt being attached to the claim. An allowance cannot be claimed for the relevant meal and where this occurs in a 24 hour period covered by overnight subsistence, the allowance for the relevant meals as in B2 above shall be deducted from the overnight allowance.
- 6. Out of pocket expenses:
Where the fee for a residential course or conference includes accommodation and meals, an out-of-pocket expense allowance can be claimed instead of the above subsistence allowances as follows:

	£ per day
Courses or conferences within the UK	5.00

 The day of arrival and departure are counted as one day. In addition meal allowances could be claimed in these circumstances to the outward and return journeys in accordance with the meal rates and time limits in B2
- 7. Travel outside the UK:
Mayor/officers may claim for reimbursement of reasonable accommodation and meal costs but only on the basis of receipts and invoices submitted with the claim.

C. ARRANGEMENTS IN RESPECT OF JOURNEYS WITHIN THE ADMINISTRATIVE AREAS OF COUNTY DURHAM

In accordance with the intentions of the 1997 Single Status agreement, where employees necessarily incur additional expenses as a consequence of working away from their headquarters, the actual cost of any qualifying meals (or in appropriate circumstances out-of-pocket expenses) will be reimbursed subject to the production of a receipt. The maximum amount to be reimbursed will be in accordance with the relevant allowances in B2 or B5. This paragraph also applies to the Mayor.