

STRATFORD ON AVON DISTRICT COUNCIL – EXPENSES PAYMENTS

1.0 INTRODUCTION

- 1.1 Any disputes over these allowances should be referred to the Head of Customer Services.
- 1.2 Information and consultation in setting these parameters has been sought from:-
 - a) Unison
 - b) The Local Inspector of Taxes
 - c) Warwick District Council
 - d) Nuneaton and Bedworth District Council.
- 1.3 Whilst issuing these rates and conditions it is appropriate to remind staff that the cheapest and most environmentally friendly form of transport should always be sought on longer journeys where suitable, particularly as the amount of travelling expenses reimbursed may be limited to the cost of the rail fare. If rail travel is required, then a ticket should be ordered from the Central Administration Team.
- 1.4 When claiming travelling allowances the purpose of the visit must always be stated on the claim form.
- 1.5 Proper receipts must always be attached to claim forms where expenditure, other than car mileage, is incurred. Any receipts for meal allowances must detail the items purchased.

Allison Davies

Head of Customer Services

April 2009

Updated April 2008 - NJC Car Allowances 2008/09, Local lease mileage rates and subsistence rates.

Updated April 2009 – NJC Car Allowances 2009/10, VAT & Petrol Element 2009/10 and local subsistence rates.

2.0 MEAL AND OTHER OUT OF POCKET ALLOWANCES 2009/10

Local conditions, reviewed annually in line with the Retail Price Index (RPI)

Effective from 1 April 2009

Breakfast allowance: £6.15

The allowance is payable when the employee commences employment **before 7.00am** and is **unable to return to their home or place of employment in less than 4 hours.**

Lunch allowance: £8.47

With effect from 12th November 2007, lunch allowances will only be payable when the employee is working outside the district of Stratford-upon-Avon between the hours of 11am & 3pm. Receipts must be provided for all claims.

Tea allowance: £3.34

The allowance is payable if work continues **after 6.00pm** and when the employee is unable to return to their home **before 9.00pm.**

OR

Evening meal allowance: £10.50

The allowance is payable if work continues **after 7.00pm** and the employee is unable to return home **before 10.00pm.**

Tea and Evening Meal allowance will not both be paid in respect of the same evenings work except on Saturdays and Sundays.

Overnight Allowances

Bed & Breakfast £41.85

Chief Executive & Strategic Directors Overnight Allowance

Absence overnight (anywhere except Greater London) £95.78

Absence overnight in Greater London £109.22

The rates shall be deemed to cover 24 hours and shall be reduced in respect of any meal provided free of charge by any authority or body.

Out of pocket expenses (residential training courses)

Per night £4.27

Per week £17.08

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3.0 CAR AND MILEAGE ALLOWANCES 2009/10

Local Rates (unchanged from 2008/09)

Lease Car Mileage Rates (also applies to Post Entry Training and Occupational Health appointments)

451 - 999cc	10.875p per mile
1000 - 1199cc	11.566p per mile
1200 - 1450cc	12.395p per mile

National conditions reviewed annually by the National Joint Council

Effective from 1 April 2009

Casual User Mileage Rates (up to 8,500 miles)

451 - 999cc	42.9 per mile
1000 - 1199cc	47.7p per mile
1200 - 1750cc	60.1p per mile

(After 8,500 miles)

451 - 999cc	11.7p per mile
1000 - 1199cc	12.2p per mile
1200 - 1750cc	14.2p per mile

Essential User Mileage Rates (Up to 8,500 miles)

451 - 999cc	33.6p per mile
1000 - 1199cc	37.1p per mile
1200 - 1750cc	46.4p per mile

(After 8,500 miles)

451 - 999cc	11.7p per mile
1000 - 1199cc	12.2p per mile
1200 - 1750cc	14.2p per mile

Essential User Lump Sums

451 - 999cc	£795 p.a. (£66.25 per month)
1000 - 1199cc	£906 p.a. (£75.50 per month)
1200 - 1750cc	£1170 p.a. (£97.50 per month)

4.0 LODGING ALLOWANCE (NEWLY APPOINTED OFFICERS)

Where a newly appointed officer is forced to maintain a home while seeking new accommodation within 25 miles of the new administrative base, then a weekly lodging allowance will be paid for a period of 13 weeks made up as follows:

Mean Rate for Bed and Breakfast:

4 nights @ £19.00 per night £76.00

Evening Meal 4 @ £10.50 £42.00

LESS allowance for not eating at home £15.74

(To agree with Expenses payments)

TOTAL ALLOWANCE £102.26

In addition, the cost of a standard class return rail fare will be paid for a similar period to enable the officer to travel to his/her former home each weekend.