



Staff and Board members' allowances and expenses

The Trust's Travel and Subsistence Policy shows the mileage rates that apply to all employees and which are in accordance with the NHS Terms and Conditions. Details are set out below:

Travel

Public transport rate - 24p per mile

Pedal Cycles: 10p per mile.

Passenger allowance: Each passenger 5p per mile

Cars			
Engine Capacity	up to 1000cc	1001 to 1500cc	over 1500cc
Up to 3,500 miles	37.4p	47.3p	58.3p
Thereafter	17.8p	20.1p	22.6p

Motorcycles		
Engine Capacity	up to 125cc	over 125 cc
Up to 5,000 miles	16.2p	25.3p
Thereafter	6.1p	9p

Subsistence

Reimbursement of Incidental business expenses e.g. official faxes, telephone calls etc subject to official receipts.

<u>Night Subsistence</u>	
Where no meals provided	
Bed and Breakfast	£55.00
Lunch	£5.00
Evening Meal	£15.00
Where all meals are provided	
Incidental allowance	£4.20

<u>Day Subsistence</u>	
Where no meals provided	
Lunch	£5.00 (5miles & > 5hrs away from base over period 12pm – 2pm)
Evening Meal	£15.00 (>10hrs from base & unable to return home/base before 7pm)
Where all meals are provided	
Incidental allowance	£nil