



Staff and Board members' allowances and expenses

Mileage Allowances

The Trust follows HMRC approved mileage rates – currently these are:-

- 1. Vehicle Mileage Rate.**
45p per mile for the first 10,000 miles
25p per mile thereafter
- 2. Passenger Allowance**
5p per mile per passenger
- 3. Motor Cycles**
24p per mile
- 4. Pedal Cycles**
20p per mile
- 5. Lease Car Rates**
These are linked to HMRC company car advisory rates, please check HMRC website for latest rates.

Subsistence Allowances

1. Night Subsistence

Where no meals provided:-

Bed and Breakfast	£55.00
Lunch	£ 5.00
Evening Meal	£15.00

Where all meals are provided in Non Commercial Accommodation(except where pre-paid by the Trust):-

Incidental allowance	£4.20
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2. Day Subsistence

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)

3. Night Allowances in non-commercial accommodation

Per 24 hour period	£25.00
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