

# TRAVEL AND SUBSISTENCE EXPENSES

## NOTES FOR APPLICANTS

### ANNEXE 1 - RATES

#### 1. General

As awards in respect of travel and subsistence expenses will be met from public funds, travel and accommodation arrangements must be made in the most cost effective manner, having due regard to economic and environmental considerations and making best use of any discounted tickets/rates that may be available.

If you have any disability requirements which affect your travel arrangements please contact the Inquiry team as soon as possible to discuss.

Any individual item of expenditure known to be in excess of £100 should usually be **approved in advance** of being incurred by the Inquiry team.

#### 2. Travel

(a) Air travel

The cost of standard-class travel by air via the most direct route will be re-imbursed. Receipts or tickets must be submitted as part of any claim.

(b) Rail

The cost of standard-class travel by rail via the most direct route will be re-imbursed. Receipts or tickets must be submitted as part of any claim.

(c) Private Car

Travel by private car (where public transport is not available or not practicable) will be re-imbursed for the most direct route at the following rates:

- 40 pence per mile if you are insured to use your own car for business purposes
- 30 pence per mile if you are not insured to use your own car for business purposes

If you travel with another person who has been asked to attend the Inquiry, you are entitled to claim 5 pence per mile passenger supplement.

Reasonable costs of public car parking necessarily incurred in connection with attendance at the inquiry will be re-imbursed against proof of payment.

### **3. Subsistence**

#### Meal allowance

It should normally be possible to complete business connected with the inquiry during the course of a normal working day. If you are required by the Chairman of the Inquiry to attend the Inquiry, a daily subsistence allowance may be claimed to cover the cost of meals and refreshments. The rates of allowance, which are calculated on the time away from your office or home (whichever is the least), are:

- £4.90 for a period of more than five hours from time of departure from home or office until return (whichever is shorter);
- £10.70 for a period of over ten hours.

#### Overnight accommodation

**All overnight stays should be approved in advance by the Inquiry team.** Please note that overnight accommodation will not usually be approved for persons who are resident in Scotland attending the Inquiry for one day only.

Where overnight accommodation is approved, a subsistence allowance of £23.50 may be paid in respect of meals for each night, to the extent that meals are not included in the price paid for the accommodation.

We can also provide information on hotels in Glasgow and Edinburgh. Please contact us for more information.

If you stay with a friend or relative, as compared to hotel or bed and breakfast accommodation, an overnight allowance of £25.00 can be claimed.