



SUBSISTENCE POLICY STATEMENT

This policy outlines the rules for Subsistence Allowance when working away from the office. The principle of this policy is that staff should be neither 'out of pocket' nor 'in pocket' as a result of travelling to business meetings or training events. These allowances apply only to work outside of your normal working environment and do not include usual work activities.

Over 6 hours

When you are out of the office or away from home for more than 6 hours (and food is not provided) a maximum of £10.00 can be claimed for food and refreshments.

Over 12 hours

When you are out of the office or away from home for more than 12 hours (and food is not provided) a maximum of £20.00 can be claimed for food and refreshments during your journey.

Overnight stays

If an overnight stay is required, a maximum of £25.00 can be claimed for an evening meal (if not provided).

For Bed and Breakfast/Hotel accommodation a maximum of £120.00 will be paid.

Bed & Breakfast or hotel cost must be booked and paid for through the usual order system or payment of expenses.

Working Lunches

If it is necessary to hold a lunch meeting, a maximum of £30.00 each can be claimed for lunch as a hospitality allowance, with prior approval from your manager. Receipts must be provided for all food purchases.

Flights

Flights will be economy class and paid for through the usual order system or payment of expenses.

Client/Candidate entertainment

Prior approval must be sought from your manager for all client or candidate entertainment.

General Conditions

All claims must have receipts attached for all purchases up to the stated amounts.

Arrangements must be approved in advance by the manager.

Signed



Position CEO

Date: 18 September 2023