

Appendix 4 to Financial Procedures

Policy on Subsistence Allowance When Working Away From the Centre

This policy was adopted by LGEC Management Committee on 10th November 2003. Amended February 2008 with changes to reflect the organisational structure. Updated November 2008 incorporating the rates for meals and accommodation using NAVCA guidelines from 2008.

The principle of this policy is that staff should be neither 'out of pocket' or 'in pocket' as a result of travelling to conferences, training events, etc. These allowances apply only to work outside of LGEC's normal working environment and do not include usual work activities.

Over 7 hours

- When you are out of the office or away from home for more than 7 hours (and food is not provided), up to £5.00 can be claimed for food and refreshments.

Over 12 hours and overnight stays

- When you are out of the office or away from home for more than 12 hours (and some food is provided), up to £5.00 can be claimed for additional refreshments during your journey.
- If an overnight stay is required, up to £17.10 can be claimed for an evening meal (if not provided).
- Bed and breakfast accommodation up to £82.40 may be paid within the London area. Outside London, an accommodation payment of up to £61.29 may be paid. Arrangements must be approved in advance by the Chief Executive.
- Bed and breakfast or hotel cost must be booked and paid for through the usual order system or payment of expenses procedure.
- If you choose to stay overnight with a friend, up to £20.00 can be claimed for an evening meal for yourself and your host or £20.00 cash for your host to recompense accommodating you and providing food (in which case, no additional allowance will be payable to you for an evening meal).

Working lunches with visitors

- If it is necessary to hold a lunch meeting with visitors, up to £12.57 per person can be claimed for lunch as a hospitality allowance, with prior approval from the Chief Executive. Receipts must be provided for all food purchases.

General conditions

- All claims must have receipts attached for all purchases up to the stated amounts.
- The person receiving payment for accommodation must provide a written receipt statement.
- Claims cannot be made for the purchase of alcoholic beverages.
- Expenses for longer periods away from home must be discussed and agreed in advance by the Chief Executive.
- Journey times must be included on the claim and recorded on your time sheets.