**Travel and Subsistence Rates**

**Non-Executive Board Members**

As a Non-Executive Board Member you will receive reimbursement for reasonable travel and subsistence costs.

All travel and subsistence (T&S) expense types, limits and codes are shown below and are effective from March 1, 2012.

You need to include a receipt with your claim for all expenditure, even when there is no maximum limit. The exceptions to this are mileage allowances, toll charges and where tickets are retained, for example at train stations and car parking barriers.

|  |  |  |
| --- | --- | --- |
| **Expense type** | **Code** | **Rate/unit** |
| Arrears motor mileage rate (for use only when motor mileage rate has been increased and arrears are due) | AMMR | None |
| Arrears subsistence (for use only when subsistence rates have been increased and arrears are due) | ASUB | None |
| Bed and breakfast London(does not cover items such as charges for viewing films or use of a mini bar) | BBLR | Receipted up to £100 per night |
| Bed and breakfast elsewhere(does not cover items such as charges for viewing films or use of a mini bar) | BBER | Receipted up to £75 per night |
| Car hire (including related fuel) | TRCH | Receipted, no maximum |
| Car parking | TRCP | Receipted, no maximum |
| Day subsistence over 5 hours | DSFH | Receipted up to £4.90 per day |
| Day subsistence over 10 hours | DSTH | Receipted up to £10.70 per day |
| Equipment supplement | ESMR | £0.03 per mile |
| Foreign travel night and day subsistence | FTND | Receipted, per night/day (contact T&S team for ceilings) |
| Foreign travel other expenses | FTOE | Receipted, no maximum |
| Foreign travel air travel | FTAT | Receipted, no maximum |
| Foreign travel rail travel | FTRT | Receipted, no maximum |
| Foreign travel taxi travel | FTTT | Receipted, no maximum |
| Leased car | MMLC | £0.08 per mile |
| Lodging allowance London | LALR | Receipted up to £42.25 per night |
| Lodging allowance elsewhere | LAER | Receipted up to £37.40 per night |
| Meals allowance London | MALR | Receipted up to £24.10 per night |
| Meals allowance elsewhere | MAER | Receipted up to £23.50 per night |
| Motor cycle allowance | MCMR | £0.24 per mile |
| Motor mileage rate | MMRT | £0.45 per mile |

|  |  |  |
| --- | --- | --- |
| Non-standard subsistence rates | NSSR | Receipted, per night/day - contact the travel and subsistence team before using this |
| Overnight by train or boat | NSTB | Receipted up to £24.10 per night |
| Passenger supplement | FPMR | £0.05 per mile |
| Pedal cycle allowance | PCMR | £0.20 per mile |
| Personal incidental expenses | PIEA | Receipted up to £5 per night |
| Public transport air travel | TRAT | Receipted, no maximum |
| Public transport bus | TRBU | Receipted, no maximum |
| Public transport ferry | TRFE | Receipted, no maximum |
| Public transport rail (first class) | TRRF | Receipted, no maximum |
| Public transport rail (standard) | TRRS | Receipted, no maximum |
| Public transport taxi | TRTX | Receipted, no maximum |
| Public transport Tube | TRTU | Receipted, no maximum |
| Staying with friends allowance | NSSF | £36, set rate |
| Telephone calls on official business | TELE | No maximum |
| Toll charges | TRTC | No maximum |

**Corporate Business Management Team**

April 2020