

TRAVEL AND ACCOMMODATION GUIDANCE

Rail travel

When travelling by rail, you should book the most cost-effective means of travel such as advance tickets on specific trains, wherever possible, unless other options are more cost effective. **Please Note:** Open, flexible tickets should only be booked when you have no way of knowing when a hearing/meeting will end. If an open return ticket is required you should still book a restricted (set time) ticket for the outward journey, where this is the most cost-effective option. First class is not permitted.

Motor travel

Public transport rate of mileage – 23.8 pence per mile.
Reasonable parking charges, but not fines will be reimbursed when a valid receipt is provided.

Taxi travel

Use of taxis is not an entitlement and official journeys should be made by public transport. Taxi journeys should only be made in exceptional circumstances. A justification for the use of taxis must be provided when you make your claim together with a valid receipt.

Accommodation expenses

Overnight accommodation may be required where you cannot reasonably be expected to make the return journey to and from the hearing on the same day.

Night Bed & Breakfast and meal rates

Bed & Breakfast Rate **up to £90.00**

To note: This rate is not a nightly allowance, it is the limit of what will be reimbursed. For long term bookings an effort should be made to find accommodation priced at lower than the B&B rate ensuring the best use of public money.

24 Hour Meal Rate **up to £26.00**

The meal day rate covers lunch, evening meal, personal incidental expenses and incidental local travel. This rate is only payable if the time period requirement is met i.e. you can only claim if your absence has been for a period of 15 hours or more).

You will not be able to claim for tips or gratuities unless there is a service charge automatically included. You cannot claim for the cost of alcohol, even if this is part of a meal deal.

To note: This rate is not an allowance, it is the limit of what will be reimbursed and should be checked against actual costs/receipts.

Receipts for claims over £10 must be retained for 3 years for audit purposes.