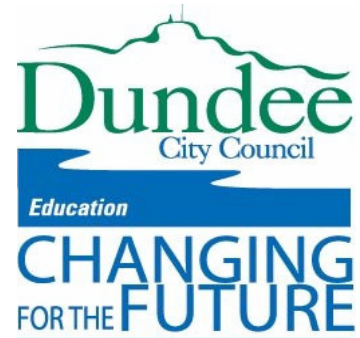


# Dundee Negotiating Committee for Teachers



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## TO ALL TEACHING STAFF

April 2011

Dear Colleague

### **CIRCULAR DNCT/8 (2011) TRAVEL AND SUBSISTENCE EXPENSES**

The DNCT have reached agreement on revised rates for subsistence allowances, as detailed in the attached Circular DNCT/8 (2011), to be implemented from 1st April 2010 (backdated as appropriate). These replace the rates previously agreed in DNCT/8 (2010) dated April 2010. Also detailed in the circular are the circumstances when subsistence rates are payable.

As previously receipts must be supplied whenever a claim for subsistence is made within the terms of this agreement. ***Please note the need for receipts is strictly enforced.***

The travel expense rates noted in DNCT/8, based on HMRC rates will increase with effect journeys carried out from 6th April 2011 to 45 pence per mile. The lower mileage rate remains at 25pence per mile as per DNCT/8 dated 16<sup>th</sup> May 2006.

Janet Robertson  
Kevin Nolan

(Joint Secretaries)

## DNCT/8 (2010)

### TRAVEL AND SUBSISTENCE EXPENSES

#### Introduction

In accordance with the previously agreed Circular DNCT/8, an increase of 1.6% to reflect the annual increase in the CPI for Catering (restaurants and canteens) will be applied from 1st April 2010, as noted below.

The authorised mileage rates set by Her Majesty's Revenue and Customs (formerly known as the Inland Revenue) have altered as at 6th April 2011.

Therefore the mileage rates approved in DNCT/8 dated 16<sup>th</sup> May 2006 have changed to 45 pence per mile for the first 10,000 miles and 25 pence per mile thereafter for all mileage incurred by staff covered by the DNCT. Mileage for compulsory transferred staff is payable when the excess mileage exceeds £2.91 per week for a maximum period of 4 years. Passenger mileage remains at 5 pence per passenger being carried on Council business, passengers do not include pupils being transported for extra curricular activities etc.

#### Subsistence Rates Within Dundee

	<i>CURRENT</i>	<i>REVISED</i>
Lunch	£7.66	£7.78
Tea	£6.45	£6.55
Evening Meal	£9.49	£9.64

These rates are payable to staff covered by DNCT agreements in the following circumstances -

Lunch - When a staff member is required to work at an extra curricular activity during lunch and a school meal is not available. Where a school meal is available the maximum reimbursement is the cost of an adult school meal.

Tea - When a staff member has remained at work and not returned home at the end of the normal working day then attended a parent evening or extra curricular event which extends to early evening (7pm).

Evening Meal - When a staff member has remained at work and not returned home at the end of the normal working day then attended a parent evening or extra curricular event which continues throughout the evening (9pm).

## Subsistence Rates Outwith Dundee

	<i>Current</i>	<i>Revised</i>
Breakfast	£5.56	£5.65
Lunch	£7.66	£7.78
Tea	£3.03	£3.08
Dinner	£9.49	£9.64
Accommodation	£38.67	£39.29

These rates are payable to staff covered by DNCT agreements in the following circumstances:-

Breakfast – A Breakfast Allowance is payable where an employee has stayed overnight on Council business and a breakfast was not included in the employee's overnight accommodation costs. If the employee has stayed at home overnight prior to commencing their business journey, no breakfast allowance is payable.

Lunch – A Lunch Allowance is payable either when an employee has attended a business meeting over lunchtime and food was not provided during the course of the meeting, or when the employee has attended a course/seminar where the overnight accommodation costs have been paid directly to the hotel or included as part of the course costs and the employee has been required to purchase food.

Tea – A Tea Allowance is payable either when an employee has attended a business meeting, that has extended into the early evening (7pm), and food was not provided during the course of the meeting, or when the employee has attended a course/seminar, that has extended into the early evening (7pm), where the overnight accommodation costs have been paid directly to the hotel or included as part of the course costs and the employee has been required to purchase food.

Evening Meal – An Evening Meal Allowance is payable either when an employee has attended a business meeting, that has continued throughout the evening (9pm), and food was not provided during the course of the meeting, or when the employee has attended a course/seminar, that has continued throughout the evening (9pm), where the overnight accommodation costs have been paid directly to the hotel or included as part of the course costs and the employee has been required to purchase food.

Accommodation – this will be paid when an employee is required to stay overnight and makes the arrangements for accommodation themselves and not via the council travel agents in advance.

### Purchase of Alcohol

Employees are not entitled to claim reimbursement of any alcoholic drinks bought by them.

### Tips/Gratuities

Tips and gratuities are given at the employee's discretion and are, therefore, not eligible for reimbursement.

## **Requirement of Receipts for All Subsistence Payments**

The above rates are maximum amounts subject to actual expenditure, therefore receipts must be provided to support any claim for reimbursement of expenditure, which will be paid up to the maximum amount.

### **Review**

The next review of all rates will be effective on 1<sup>st</sup> April 2012, subject to HMRC mileage rates not changing prior to this date.