

ANGUS JOINT NEGOTIATING COMMITTEE FOR TEACHERS

Joint Secretary (Teachers' Panel) Philip Jackson c/o EIS Offices 24 West High Street Forfar DD8 1BA	Joint Secretary (Angus Council) Sheona C Hunter Head of Law and Administration Angus House Forfar DD8 1AN
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25 March 2008

CMH/CB

Dear Colleague

AJNCT/25 TRAVELLING AND SUBSISTENCE EXPENSES FOR TEACHERS

Following discussion within the Angus Joint Negotiating Committee for Teachers, local agreement has been reached on travelling expenses and subsistence allowances for teachers, and these are attached as an **Appendix** to this Circular.

This Agreement was approved by the Angus Joint Negotiating Committee for Teachers at its meeting on 6 February and was subsequently ratified by the Education Committee on 6 March 2008.

Yours sincerely

**SHEONA C HUNTER
PHILIP JACKSON**

Joint Secretaries

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cc: Chief Executive
Director of Education
Head of Finance
Head of Corporate Planning and Human Resources

APPENDIX to Circular AJNCT/25

ANGUS COUNCIL – JOINT NEGOTIATING COMMITTEE FOR TEACHERS

TRAVELLING AND SUBSISTENCE EXPENSES

BUSINESS MILEAGE

Business Mileage* (all the mileage rates noted below are the maximum allowed by the Inland Revenue in any one year before tax becomes payable).

Business mileage (first 10,000 miles)	40p per mile
Business mileage (any miles in excess of 10,000 in any one year)	25p per mile
Supplement per passenger per mile carried for business purposes	5p per mile

(NB The Essential Car User designation will be removed with effect from 31 March 2008. Any employee currently in receipt of this allowance will receive a one-off payment of £1,644 (the equivalent of two years' allowance) in recognition of the loss of the allowance.)

*Business mileage rates will apply to all business mileage, including that incurred in attending training courses.

Car Lease

Any member of staff employed under teachers' conditions of service who is required to have access to a motor vehicle in the normal discharge of her/his duties will be eligible to participate in the Council's Car Leasing Scheme. The benefit payable is 10p per mile (no passenger supplement is payable).

"Excess" Travel

This allowance is payable to an employee if her/his place of work is changed and, as a result, additional expenditure is incurred in getting to and from work.

The allowance will be paid only if the claim is in excess of £5 per week and only the amount in excess of £5 will be reimbursed. The figure will be reviewed every two years. These figures also apply where public transport is used instead of car travel.

Entitlement to an excess travel allowance will be for a period of two years, and the mileage rate payable will be 25p per mile. Anyone currently in receipt of an excess travel allowance which is due to finish after 31 March 2008 will continue to receive that allowance on a personal basis until the due finish date.

Subsistence

Subsistence allowances will not normally be paid for expenditure within Angus.

Outwith Angus, expenditure on lunch and evening meal will be reimbursed upon production of a receipt subject to a maximum of £6.50 and £20 respectively. Reimbursement will only be made if there is a need to be outwith the Council area for a period of 4 hours (including the period 12 noon – 2.00pm for lunch and extending after 7.00pm for evening meal).

Teachers who are expected to attend evening meetings will be entitled to claim a High Tea allowance of £10 (payable on production of a receipt), in lieu of travelling expenses.