FALKIRK COUNCIL

**Negotiating Group for Teachers**

# Management Side Teachers' Side

**Education Services Haypark Business Centre**

**Sealock House Room 5 Suite A**

###### 2 Inchyra Road Marchmont Avenue

###### Grangemouth Polmont

**FK3 9XB Falkirk FK2 0NZ**

 13 December 2011

To: All Music Instructors/Specialist Teachers

cc Headteachers, Unit Managers,

 Senior Staff Group and Resource Managers

Dear Colleague

#### NGT/33

## CLAIMS FOR TRAVEL AND SUBSISTENCE

The NGT agreed at our meeting on 13 December 2011, that the existing practices in relation to Claims for Travel and Subsistence (for Music Instructors and Specialist Teachers) should be aligned with those for all other teaching and non-teaching staff.

From Monday 9 January 2012, the following arrangements will therefore apply:

(i) Travel Expenses

* Travel (mileage) expenses can only be claimed if staff move between schools (or other educational establishments) in the course of a working day.

(ii) Subsistence Claims

* Payment for claims for lunches when not working in your base school will not be allowed.

Yours sincerely

Gary Greenhorn (Management Side)

Margaret Smith (Teachers' Side)

**Joint Secretaries**

**Note to Headteacher/Unit Manager**

Please put a copy of this circular in your school's NGT folder, which should be freely available to all staff.