

# Dundee Negotiating Committee for Teachers



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## TO ALL TEACHING STAFF

Dear Colleague

### **CIRCULAR DNCT/8 2019 TRAVEL AND SUBSISTENCE EXPENSES**

The DNCT have reached agreement on revised rates for subsistence allowances, as detailed in the attached Circular DNCT/8 (2019), to be implemented from 1st April 2019.

These replace the rates previously agreed in DNCT/8 (2018) dated April 2019.

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, will remain at the level set by HMRC. Teachers and associated professionals should follow the staff travel plan (available via the undernoted hyperlink) prior to undertaking any journey.

[http://onedundee.dundee.gov.uk/staff\\_matters/staff-travel-plan](http://onedundee.dundee.gov.uk/staff_matters/staff-travel-plan)

Gillian Milne  
David Baxter  
(Joint Secretaries)

## **DNCT/8 (2019)**

### **TRAVEL AND SUBSISTENCE EXPENSES**

#### **Introduction**

In accordance with the previously agreed Circular DNCT/8, an increase of 2.8% to reflect the annual increase in the CPI for Catering (restaurants and canteens) will be applied from 1st April 2019 (backdated as required, as noted below).

The mileage rates payable to teachers and associated professionals remain at the level set by Her Majesty's Custom and Revenue, i.e. 45 pence per mile for the first 10,000 miles and 25 pence per mile thereafter.

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**

	<b>Current</b>	<b>Revised</b>
<b>Lunch</b>	<b>£9.47</b>	<b>£9.83</b>
<b>Tea</b>	<b>£7.97</b>	<b>£8.27</b>
<b>Evening Meal</b>	<b>£11.72</b>	<b>£12.17</b>

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

Lunch - When a staff member is required to work during 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**

	<b>Current</b>	<b>Revised</b>
<b>Breakfast</b>	<b>£6.86</b>	<b>£7.12</b>
<b>Lunch</b>	<b>£9.47</b>	<b>£9.83</b>
<b>Tea</b>	<b>£3.74</b>	<b>£3.88</b>
<b>Evening Meal</b>	<b>£11.72</b>	<b>£12.17</b>
<b>Accommodation</b>	<b>£46.71</b>	<b>£48.48</b>

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.

### **Meetings/Courses Outwith Dundee City Council**

In line with the Dundee City Council travel plan, staff attending meeting/conferences outwith Dundee should use the most economic method of travel, ie purchase of train tickets from the council travel agent. If multiple members of staff are attending consideration should be given to a hire car, details of this can be obtained from the Corporate Business Support Section.

### **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 is due no later than 1<sup>st</sup> April 2020.