



STAFF TRAVEL AND EXPENSES POLICY

MARCH 2024

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The on-line version is the only version that is maintained. Any printed copies should, therefore, be viewed as 'uncontrolled' and as such may not necessarily contain the latest updates and amendments.

AMENDMENTS

Amendments to the policy may be issued from time to time. A new amendment history will be issued with each change.

New Version Number	Issued by	Nature of Amendment	Approving body	Approval date	Date published on website
01	Finance and Investment	New policy	ICB Executive Directors	12/03/24	

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1 Introduction

Whilst technology has largely negated the need for staff travel it still remains an integral part of work for some sectors of the NHS Humber and North Yorkshire Integrated Care Board (ICB) workforce, as the benefits of face-to-face interactions outweigh the cost and lost time incurred in travelling. This policy outlines what costs can and cannot be reclaimed by individuals, incurred whilst working away from their designated office base, as it is right that such work-related expenses are reimbursed.

2 Purpose

Sections 17 & 18 of the Agenda for Change NHS Terms & Conditions of Service handbook covers staff reimbursement rules for mileage and subsistence. To view the Agenda for Change NHS Terms & Conditions of Service handbook please go to the NHS Employers web site at <https://www.nhsemployers.org/publications/tchandbook>.

The purpose of this policy is to provide:

- a structured framework to claiming travel expenses.
- a practical guidance to staff and managers on process and procedure.
- guidance to ensure that travel expenses are claimed in a consistent, accurate and timely way.
- guidance on current mileage allowances.

This policy is for all employees on Agenda for Change terms and conditions. It also applies to other ICB staff unless the terms and conditions of their employment contract state otherwise.

3 Scope of the Policy

The policy applies to NHS Humber and North Yorkshire ICB employees employed on Agenda for Change terms and conditions. It must also be followed by all those who work for the organisation, including the Integrated Care Board, Integrated Care Partnership, those on temporary or honorary contracts, secondments, pool staff, contractors and students unless their terms and conditions of their employment contract state otherwise.

Non-compliance with the policy may be deemed as fraudulent. In such circumstances, the case would be passed to the local counter-fraud specialist for further investigation, which may lead to disciplinary action/dismissal.

4 Duties/ Accountabilities and Responsibilities

4.1 Duties within the organisation

This policy, whilst the responsibility of the Finance Directorate, has been written in conjunction with the People's Directorate.

4.2 Executive Director of Finance and Investment

The Director is responsible for:

- ensuring the policy is fair and equitable.
- ensuring that the ICB has procedures and capacity to enact this policy.
- ensuring that the ICB monitors compliance to this policy.
- ensuring that the ICB can provide advice and guidance in relation to the application of this policy.

The Executive Director of Finance and Investment will be supported by the Assistant Director of Finance and the Head of Financial Services in monitoring and reviewing this policy.

4.3 Line Managers

Line Managers are responsible for:

- applying this policy in a fair and equitable manner.
- ensuring that new employees are made aware of this policy.
- approving their teams' expense claims.
- checking appropriate documents are valid, appropriate and relevant.
- seeking advice on the application of this policy, if and when required, from the ICB's financial services team - hnyicb-ny.staffexpenses@nhs.net

4.4 Employees

Employees are responsible for:

- carefully considering the need to travel and that their travel arrangements are value for tax-payers money.
- seeking authorisation from their line managers in advance of undertaking any travel or incurring other costs for reimbursement.
- compliance with the requirements set out within this policy.
- ensuring appropriate records are maintained on travel claims.

4.5 Responsibilities for approval

The ICB Remuneration Committee is responsible for approving this policy.

5 Travel Expenses

5.1 Reasonable Travel

All employees should take into consideration organisational benefits gained from travelling versus other options such as telephone calls or Microsoft Teams meetings. Only when the benefits are deemed to be sufficient should travel be undertaken.

5.2 Car Sharing

Employees are reminded, when reasonably practicable, to car share when attending the same meeting/event/offices to both reduce the impact on the environment and to minimise the cost to the ICB.

5.3 Eligible Miles

Employees will be reimbursed for eligible miles only.

For journeys starting and finishing from an employee's agreed work base, all miles are eligible and can be reclaimed as business expenses.

For journeys starting and finishing from home, eligible miles are those in excess of those normally undertaken in the return journey home to the employees agreed work base.

Eligible miles are also those that arise from taking the shortest distance. The ICB uses EASY expenses platform which uses route-finder software to calculate the journey.

Appendix 2 provides some examples of journeys and the corresponding eligible miles that arise.

Further information is available in the Agenda for Change terms & conditions handbook.

<https://www.nhsemployers.org/publications/tchandbook>

5.4 Car Mileage Allowance

All car mileage will be reimbursed at the standard rates with the Agenda for Change handbook. See Appendix 3 for the rates applicable at the time of publishing this policy. To ensure these rates are still valid employees should check the 'Rates of Reimbursement' chapter in the Agenda for Change terms & conditions handbook.

<https://www.nhsemployers.org/publications/tchandbook>

5.5 Claiming For Travel Expenses

The ICB uses the EASY expenses platform for the processing and validation of eligible travel claims. Approved claims will be reimbursed by payroll through your monthly salary.

Employees who do not register their vehicle and upload copies of associated documentation on the EASY expenses platform will not be entitled to reimbursements.

Please see section 8 of this policy for further information and how to access EASY.

5.6 Reserve Rate

The reserve mileage rate (see Appendix 3) can be implemented for specific reasons. For example, for the reimbursement of excess mileage arising from an NHS merger or organisational change that temporarily or permanently moves an employee's work base.

5.7 Lease Cars & Salary Sacrifice Lease Cars

The reimbursement rates for employees with either an ICB lease car or a salary sacrifice lease car is currently the same rates as those outlined in Appendix 3.

To ensure this is still valid employees should check the 'Rates of Reimbursement' chapter in the Agenda for Change terms & conditions handbook.

<https://www.nhsemployers.org/publications/tchandbook>

5.8 Electric Cars

The reimbursement rates for employees with electric or hybrid cars is currently the same rates as those outlined in Appendix 3.

To ensure this is still valid employees should check the 'Rates of Reimbursement' chapter in the Agenda for Change terms & conditions handbook.

<https://www.nhsemployers.org/publications/tchandbook>

5.9 Motorcycle Allowance

Members of staff using a motorcycle will be reimbursed at mileage rates set out in the Agenda for Change terms & conditions handbook. Current rates are outlined in Appendix 3.

5.10 Pedal Cycles

Members of staff using a pedal cycle will be reimbursed at mileage rates set out in the Agenda for Change Handbook. Current rates are outlined in Appendix 3.

5.11 Passenger Rate

When members of staff travel together the driver may claim an additional passenger allowance as set out in the Agenda for Change terms & conditions handbook. The name and designation of all passengers must be recorded within the expenses claim. Current rates are outlined in Appendix 3.

5.12 Other Allowances

Staff will be reimbursed for other reasonable costs incurred whilst travelling for ICB purposes (but not those incurred for normal travel to work base) where evidence of such costs exists. Such examples are;

- Car park charges
- toll fees
- ferry costs
- Park & Ride tickets

5.13 Call Out

Employees that are called out-of-hours that requires them to attend their agreed work base will be entitled for reimbursement of those miles regardless as to whether they have already travelled to that agreed work base in the last 24hrs or not. In line with Agenda for Change terms and conditions, this mileage is paid at the reserve rate.

5.14 Training Courses/Conferences/Event Attendance

All employees attending manager approved work-related training courses, conferences or similar events are eligible to claim mileage over and above the home to agreed work base mileage.

Course trainers providing training at a base other than their normal work base will claim mileage over and above home to agreed work base mileage.

Subject to manager approval, travel costs incurred when employees attend training courses, conferences or events that are of little or no benefit to the ICB will be reimbursed at the reserve rate.

5.15 Bulky Equipment

Where, at the requirement of the ICB, an employee carries heavy or bulky equipment in their car an additional mileage allowance can be claimed, as set out in the Agenda for Change Handbook. Current rates are outlined in Appendix 3. The general rule is that the equipment must be either of a weight that is unreasonable to be carried manually or requires altering the seating capacity of the vehicle.

5.16 Public Transport

If an employee uses public transport the full cost of standard class bus, tram, tube, rail or air fares will be reimbursed.

Flying within England/Scotland/Wales is prohibited unless it can be evidenced that it is significantly cheaper than travelling by rail and approved by a director.

Employees are also prohibited from travelling first class unless it can be evidenced that it is cheaper than travelling by standard class and approved by a director.

The ICB does not allow employees to claim standard class rates and allow them to book first class tickets (with the employee paying the difference themselves). Evidence of actual costs incurred must be submitted with all reimbursement claims.

Whilst employees are allowed to pay for train tickets and claim the cost back through the EASY expenses system, the ICB does have a corporate account for such bookings. Please contact the financial services team for further information on how to make bookings via this corporate account - hnyicb-ny.staffexpenses@nhs.net

5.17 Annual Bus & Rail Travel Cards

Should an employee wish to purchase an annual bus or rail card/tickets for travelling to and from work the ICB can assist with this payment to make it more affordable. The ICB would make the annual payment on behalf of the employee and then deduct the cost from their salary in equal instalments over a 12-month period. Initial request should be submitted to the ICB's financial services team - hnyicb-ny.staffexpenses@nhs.net

6 Excess Travel Costs

6.1 Excess Travel Costs

Where there is a compulsory requirement for an employee to change their base of work on a temporary or permanent basis e.g. a merger of NHS employers or acceptance of another post as an alternative to redundancy, the employee may be reimbursed their extra daily travelling expenses for a period of 18 months from the date of transfer. Mileage will be reimbursed at the reserve rate or through the submission of receipts if the cost is via public transport. The HR30, Excess Travel Authorisation Form, is available from the HR Team - hr.hnyy@nhs.net.

Once an employee has fully completed and submitted the HR30 form, any excess travel expense claims made should be submitted via the EASY expenses system.

If a member of staff who is claiming excess travel subsequently moves home they must complete a new Excess Travel Authorisation Form in order that the new mileage may be calculated and adjusted accordingly.

Where staff have an existing agreement in place for a period longer than 18 months this will remain in place until it expires. At that point this policy will apply to any future excess travel agreements.

7 Accommodation & Subsistence

7.1 Subsistence

Employees who are required to be away from home for ICB purposes may claim for subsistence costs incurred subject to the limits outlined in the Agenda for Change terms & conditions handbook. Reimbursement is on the basis of the provision of original receipts and will be subject to income tax deductions. See Appendix 4 for the rates applicable at the time of publishing this policy.

The ICB will not reimburse for the cost of alcoholic beverages.

7.2 Overnight Accommodation

If an employee stays overnight in a hotel, or other similar accommodation, for ICB purposes the overnight costs, for bed and breakfast, will be reimbursed. In exceptional circumstances where accommodation is not available within the agreed limit, the employee should seek the most competitive rates and ensure that these are approved by their line manager prior to the booking being confirmed. The cost of up to two further daytime meals can be reimbursed in any 24 hours, subject to appropriate meals allowance limit as detailed in the Agenda for Change terms & conditions handbook. See Appendix 4 for the rates applicable at the time of publishing this policy.

Whilst employees are allowed to pay for hotel accommodation and claim the cost back through the EASY expenses system, the ICB does have a corporate account for such bookings. Please contact the financial services team for further information on how to make bookings via this corporate account - hnyicb-ny.staffexpenses@nhs.net

8 Other Expenses

8.1 Expenses of Candidates Attending Interviews

Agreement to pay candidates interview expenses must be approved with the recruiting manager prior to interview. The recruiting manager is responsible for informing candidates of the process and handling the associated internal administration. Candidates must complete a Travel and Expenses Claim Form and Registration Form in order to facilitate payment. Payments will be made in the form of a cheque and arranged through the ICB's financial services team.

Reimbursement of expenses are not made to candidates who withdraw their application or refuse an offer of appointment. Please refer to the ICB's Recruitment and Selection Policy.

8.2 Relocation Expenses

Please refer to the ICB's Relocation Assistance Policy.

8.3 Sundry Expenses

In exceptional circumstances it may be necessary for a member of staff to purchase sundry items which are required for them to carry out their duties, such as postage stamps. These can then be reclaimed as expenses through EASY expenses system. However, The ICB would not expect sundry items to be purchased by employees if they are readily available from the ICB's offices or could be obtained through normal purchasing procedures. For further information, please contact the ICB's procurement and contracting team.

9 Reimbursement of Expenses

9.1 Vehicle Documentation

All employees required to use their own vehicle for business purposes will need to upload copies of the following documentation into the EASY expenses system before they can make any claims.

- Driving Licence – a screenshot of your licence from the Gov.uk website licence checker.
- Car Insurance, including business travel.
- Car Tax.
- MOT – a screenshot from the Gov.uk website for new cars is needed to confirm an MOT is not required.

9.2 Reimbursement Payment Method

Reimbursement of expenses will be made monthly as part of employee's salary payments. All claims need to be submitted via the ICB's expenses platform which is called EASY. The following link provides access to the main logon screen.

<https://hnyicb.easy.giltbyte.com/user/login/>

Expenses approved by line managers, usually by the 4th working day of the month will ensure payment at the end of that month.

9.3 Timeframe for Reimbursement of Expenses

All claims should be made within 3 months of the expense taking place. The EASY expenses system automatically closes claim dates prior to this 3-month window.

A request for reimbursement of claims outside of this 3-month period should be made to the Executive Director for Finance & Investment. They will decide based on the facts available and their decision shall be final.

9.4 Submission of Expenses

Whilst delegation for entering expenses can be allocated within the EASY expenses system, the act of submitting the claims remains with the person who is claiming. It is against GDPR rules and regulations to share login details and breaching these rules may result in disciplinary action being taken by the ICB. As such, the ICB requires all employees to log into the EASY expenses system to submit their own expense claims.

9.5 Financial Hardship

Whilst employees are expected to incur associated costs and then claim them back via the EASY expenses system the ICB does not want anyone to incur financial hardship whilst awaiting the reimbursement to occur.

To counteract this, the ICB does have corporate accounts for the booking of train tickets, tube tickets and accommodation. Please contact the financial services team for further information - hnyicb-ny.staffexpenses@nhs.net

If an employee is still incurring costs, that the ICB corporate accounts do not cover, and will experience financial hardship whilst awaiting reimbursement, the ICB can arrange for a salary advance equal to the expense claims they will be submitting. This advance will then be recovered when the reimbursement of expenses is made. Please contact the financial services team before committing to the costs as it may also be possible to use the ICB's corporate credit card - hnyicb-ny.staffexpenses@nhs.net

10 Other Points

10.1 Exemptions

The ICB will not reimburse employees if they incur the following expenses whilst on ICB business:

- parking fines
- speeding fines
- late payment penalties of toll fees, etc
- alcoholic beverages

10.2 Driving Conditions & Mobile Phones

Employees are expected to drive only when driving conditions allow, within their driving capabilities and within the law. Where employees have hands free telephony systems within their vehicle they are under no obligation to make or receive work calls whilst driving. Employees should also refrain from calling colleagues when they are travelling.

11 Consultation

This policy has been developed in consultation with the People's Directorate, Trade Unions, and the Staff Engagement Group.

12 Training

All new employees will be made aware of this policy on joining the organisation and will be strongly encouraged to read and understand it.

All existing staff will be made aware of the policy by their line managers, as and when it's use becomes relevant.

All existing staff will be made aware of any amendments and updates to this policy through internal communication & engagement sessions and e-mails.

13 Monitoring Compliance

Compliance to this policy will be undertaken by the following teams, as and when required:

- ICB Financial Services team
- Payroll
- Internal Auditors
- External Auditors

The appropriateness of this policy will be reviewed in light of national events or changes to the Agenda for Change NHS terms & conditions of service by the ICB Head of the Finance Services team. If deemed necessary, the policy will be updated ahead of its mandated review date outlined below.

14 Arrangements for Review

This policy will be reviewed every 5 years by the Assistant Director of Finance, in conjunction with the Executive Director for Finance & Investment, seeking wider specialists as and when required.

The appropriateness of this policy will be reviewed earlier considering national events, changes to guidance by NHS England/Department of Health, or changes to the Agenda for Change NHS terms & conditions, as and when necessary.

15 Dissemination

This policy will be available, alongside all other ICB policies, on the ICB's website.

This policy will be referred to within the staff induction documentation.

16 Associated Documentation

Relocation Assistance Policy.
Agenda for Change Terms & Conditions of Service Handbook.

17 References

The NHS Agenda for Change Terms and Conditions of Service Handbook has been referred to throughout this document. At the time of writing this policy the version of the handbook used is 52 (TCS Advisory Notice 02/2023).

18 Appendices

List appendices (as required) for the policy, ensuring these are referred to appropriately in the document and list these on the contents page.

Appendix 1 - Anti-Fraud, Bribery and Corruption

19 Impact Assessments

19.1 Equality

NHS Humber and North Yorkshire ICB is committed to creating an environment where everyone is treated equitably and the potential for discrimination is identified and mitigated. It aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others.

This policy takes into account the potential adverse impact on any protected group. For example, it recognises and makes provision for employees who may be financially constrained and will be monitored as part of the routine work to monitor compliance with the policy.

19.2 Sustainability

There will be positive impact from this policy in terms of promoting the reduction of CO2 emissions as staff are asked to consider the benefits gained from undertaking travelling and the use of alternative arrangements. Staff are also encouraged to use public transport and allows financial assistance for the purchase of annual bus and rail travel cards.

19.3 Bribery Act 2010

Due consideration has been given to the Bribery Act 2010 in the development (or review, as appropriate) of this policy document, further details can be found in appendix 1.

19.4 General Data Protection Regulations (GDPR)

The ICB is committed to ensuring that all personal information is managed in accordance with current data protection legislation, professional codes of practice and records management and confidentiality guidance. More detailed information can be found in the Data Protection & Confidentiality Policy and related policies and procedures.

Appendix 1 - Anti-Fraud, Bribery and Corruption

The ICB has a responsibility to ensure that all staff are made aware of their duties and responsibilities arising from the Bribery Act 2010. Under the Bribery Act 2010 there are four criminal offences:

- Bribing or offering to bribe another person (Section 1)
- Requesting, agreeing to receive or accepting a bribe (Section 2);
- Bribing, or offering to bribe, a foreign public official (Section 6);
- Failing to prevent bribery (Section 7).

These offences can be committed directly or by and through a third person and, in many cases, it does not matter whether the person knows or believes that the performance of the function or activity is improper.

It should be noted that there need not be any actual giving and receiving for financial or other advantage to be gained, to commit an offence.

All individuals should be aware that in committing an act of bribery they may be subject to a penalty of up to 10 years imprisonment, an unlimited fine, or both. They may also expose the organisation to a conviction punishable with an unlimited fine because the organisation may be liable where a person associated with it commits an act of bribery.

Individuals should also be aware that a breach of this Act renders them liable to disciplinary action by the ICB, whether or not the breach leads to prosecution. Where a material breach is found to have occurred, the likely sanction will be loss of employment and pension rights.

To raise any suspicions of bribery and/or corruption please contact the Executive Director of Finance and Investment. Staff may also contact the Local Counter Fraud Specialist (LCFS) at – Audit Yorkshire, email: nikki.cooper1@nhs.net or mobile 07872 988939.

The LCFS or Executive Director of Finance and Investment should be the contact for any suspicions of fraud. The LCFS will inform the Executive Director of Finance and Investment if the suspicion seems well founded and will conduct a thorough investigation. Concerns may also be discussed with the Executive Director of Finance and Investment or the Audit Committee Chair.

If staff prefer, they may call the NHS Counter Fraud reporting line on 0800 028 40 60 between 8am-6pm Monday-Friday or report online at www.reportnhsfraud.nhs.uk. This would be the suggested contact if there is a concern that the LCFS or the Executive Director of Finance and Investment themselves may be implicated in suspected fraud, bribery or corruption.

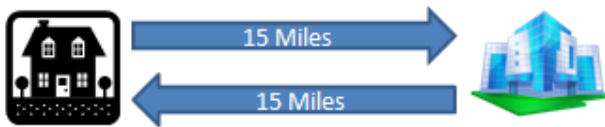
Appendix 2 - Eligibility Mileage

NB: Mileage must be calculated as the shortest available route, as referenced by AA Route Planner (See paragraph 17.2)

Eligible mileage – illustrative example		
In this example the distance from the employee's home to the agreed base is 15 miles		
Journey (outward)	Distance	Eligible miles
Home to base	15 miles	None
Home to first call	Less than 15 miles	None
Home to first call	More than 15 miles	Eligible mileage starts from home, less 15 miles
Journey (return)		
Last call to base		Eligible mileage ends at base
Last call to home	Less than 15 miles	None
Last call to home	More than 15 miles	Eligible mileage ends 15 miles from home

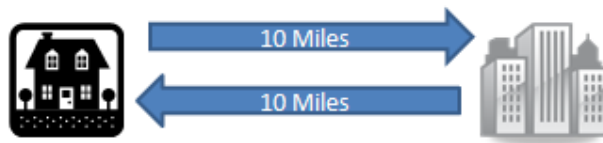
No Eligible Miles

Home to Base to Home



No Eligible Miles

Home to Meeting / Training to Home



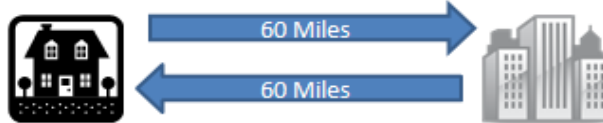
15 Miles to Claim

Home to Meeting / Training to Home



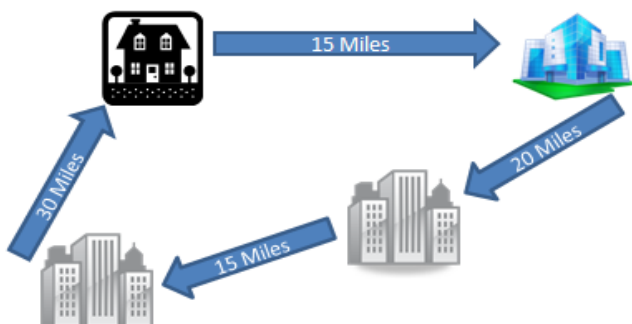
90 Miles to Claim

Home to Meeting/Training to Home



50 Miles to Claim

Home to Base to Meeting to Meeting to Home



40 Miles to Claim

Home to Base to Meeting/Training to Base to Home



Appendix 3 Mileage Rates of Reimbursement

At the time of publication, the following rates are applicable.

Amended rates of reimbursement from 1 January 2023

Column 1	Column 2	Column 3	Column 4
Type of vehicle/allowance	Annual mileage up to 3,500 miles (standard rate)	Annual mileage over 3,500 miles (standard rate)	All eligible miles travelled (see paragraph 17.15 and Table 8)
Car (all types of fuel)	59 pence per mile	24 pence per mile	
Motor cycle			30 pence per mile
Pedal cycle			20 pence per mile
Passenger allowance			5 pence per mile
Reserve rate			30 pence per mile
Carrying heavy or bulky equipment			3 pence per mile

To check that these rates are still applicable, please check the Agenda for Change terms & conditions handbook.

<https://www.nhsemployers.org/publications/tchandbook>

Appendix 4 Subsistence Rates of Reimbursement

Night allowances: first 30 nights	Actual receipted cost of bed and breakfast up to a maximum of £85 per night (£120 per night within London)
Meal allowance	Per 24-hour period £20.00
Night allowances in non- commercial accommodation	Per 24-hour period £25.00
Night allowances: after first 30 nights	Maximum amount payable: £70.00 per night (£110 per night within London)
Day meals subsistence allowances	Lunch allowance (more than five hours away from base, including the lunchtime period between 12:00 pm to 2:00 pm) £5.00. Evening meal allowance (more than ten hours away from base and return after 7:00 pm) £15.00
Incidental expenses allowance (this allowance is subject to a tax liability)	Per 24-hour period: £4.20
Late night duties allowance (this allowance is subject to a tax liability)	Per 24-hour period: £3.25