

Notes

- 1 No Mileage allowance will be paid for travel between home and normal place of work, or for parking directly related to attending the normal place of work.
- 2 For travel from home to a place of work that is not a normal place of work, travel will only be reimbursed for the distance from home to destination less mileage for distance from residence to normal place of work. The only exception to this rule is if a second or subsequent return journey needs to be made from home within the same 24 hour period, when full mileage is claimed.
- 3 Other expenses must be itemised and receipts attached to the claim form.
- 4 Please ensure budget details are entered if more than one budget is to be charged.
- 5 Where public transport is the most appropriate and cost effective means of transport then this should normally be used.
- 6 A subsistence allowance of £5 may be claimed, in certain circumstances, for each five hour period of absence from the normal place of work on official business out of the County. Such expenditure should be approved in advance by the Line Manager.
- 7 Staff travelling out of the County may need to find overnight accommodation in order that they can participate fully in the particular event which they are attending. Authorisation for such accommodation must be obtained in advance from the line manager.
- 8 Additional travel to stay overnight with a friend or relative will only be granted if the cost of such travel is less than the cost of the overnight accommodation.