

**AYLESBURY HIGH SCHOOL  
TRAVEL AND SUBSISTENCE RATES FY 2019-20**

The rates shown below are in accordance with the policy as laid down by the School Governors and are based on the current rates issued by the HMRC. These rates will be effective until further notice and are applicable to all staff for all trips (eg work meetings, training courses or educational visits with students). Any travel or subsistence costs associated with educational visits must be included within the budget for the visit. Travel which incurs costs should normally be agreed in advance by either the relevant budget manager (eg Training Coordinator for courses, Visit Organizer for educational visits etc) or by a line manager.

**Motor Mileage Rates**

<b>Contracted staff using their own vehicle for official duties, incl attending courses:</b>	
Motor cars/vans	45 p/mile
Motor Bikes	24 p/mile
Interviews for prospective staff	23 p/mile

**Subsistence Allowances**

Where staff have to take meals away from home due to their official school duties, they will be reimbursed **on production of receipts up to the maximum amount** shown below. *Normally*, in the UK, this will only be applicable for residential trips or where the duty requires travel overnight; except in exceptional circumstances, trips which start and finish within the hours of a single working day will not attract subsistence. For overseas trips, equivalent amounts should be used as the guide, with one main meal of two courses per day, but if a location is judged to be significantly more expensive then the trip leader should agree a rate to apply with the SSD, usually before departure. Apart from food, only the cost of one soft drink will be reimbursed for each meal. The following Rates are approved by the HMRC as to not attract NI or tax.

<b>Breakfast</b>	£5.00
<b>Lunch</b>	£5.00
<b>Evening Meal</b>	£10.00

**Overnight Accommodation**

Where approved in advance, overnight accommodation will be reimbursed at receipted actual costs. In general, staff should expect to stay in good but not luxurious accommodation with 3\* being the benchmark, given that the location may determine the standard.

**Please note receipts (or tickets) must support travel claims for travel by public transport and for meals.**