

INQUIRY SUMMARY
OF
THE SCOTTISH GOVERNMENT'S GUIDANCE ON TRAVEL AND
SUBSISTENCE EXPENSES

INTRODUCTION

1. In assessing claims for travel and subsistence the Chairman, Lord Hardie, has determined that travel and subsistence rates as they apply to Scottish Government employees will apply for witnesses and legal representatives within the United Kingdom.
2. Awards for travel expenses or compensation for loss of time shall only be made for witnesses from outside the UK where the Chairman is satisfied that their travel is necessary to the fulfilment of the Inquiry's terms of reference.
3. Where an application for travel and subsistence expenses exceeds £100, whether assessed individually or along with similar applications by the same applicant, the Chairman reserves the right to require evidence as to the financial resources of the applicant.
4. **Receipts are required for all expenditure except mileage allowances, toll charges, staying with friends allowance and where tickets have been retained e.g at station barriers and car park ticket machines.** If a receipt or used ticket is not attached then this must be stated on the application form giving an explanation of why this is the case.
- 5 In order to assist a person making an application for travel and subsistence expenses this summary of the Scottish Government's guidance on travel and subsistence expenses, as it applies to Inquiry business, has been prepared. If an applicant wishes to have a full copy of the Scottish Government's guidance, they should contact the Inquiry Secretary, telephone 0300 244 1940 or e-mail: **info@edinburghtraminquiry.org**

SUMMARY OF TRAVEL AND SUBSISTENCE RATES

6. Set out below is a summary of the - travel and subsistence rates generally applicable. Rail travel will be reimbursed at standard class rate and air travel at economy class rate

Allowance/Expense Type	Rate
Bed & Breakfast -	Up to £75.00 per night
Meals Allowance	£23.50 per day
Personal Incidental Expenses Allowance	£5.00 per night
Staying with Friends	£23.50 per night
Overnight by train or boat	£24.10 per night

Allowance/Expense Type	Rate
Day Subsistence	£4.90 over 5 hours
Day Subsistence	£10.70 over 10 hours
Day Subsistence	£15.60 over long day absence over 12 hours

MILEAGE RATES

Motor mileage rate	£0.45 per mile
Passenger Supplement	£0.05 per mile per passenger
Motor Cycle Allowance	£0.24 per mile
Pedal Cycle Allowance	£0.20 per mile
Rail travel	Standard class
Air travel	Economy class

7. Applicants should be aware, however, that these rates may vary where certain circumstances arise. These are set out in more detail in the sections that follow.

DAY SUBSISTENCE ALLOWANCE

8. The day subsistence allowance is payable only when applicants are absent from their workplace/home on Inquiry business for prescribed minimum periods detailed below:

- day subsistence over 5 hours is a period of absence on Inquiry business of more than 5 hours but less than or equal to 10 hours; or
- day subsistence over 10 hours is a period of absence on Inquiry business of more than 10 hours; or
- a period of absence on Inquiry business either more than 5 hours or more than 10 hours after the completion of a 24 hours period attracting night subsistence allowance. (The 24 hour period commences when the journey begins.)
- day subsistence over 12 hours is paid for a long day absence on Inquiry business of more than 12 hours. An example would be journeys which begin in the early hours of the day, e.g. before 5.30 am when it is not considered reasonable for an applicant to have breakfast at home before travelling.

9. Day subsistence allowance is not payable in the following circumstances:

- concurrently with the 24 hour subsistence allowance;
- concurrently with the staying with friends allowance;
- concurrently with the allowance available for journeys made overnight by rail or boat;
- if the applicant is provided with meals (lunch and/ or evening meal) at no cost to himself

- if an applicant takes meals (lunch and/ or evening meal) at home.

24 HOUR SUBSISTENCE ALLOWANCE

10. 24 hour subsistence covers a period of up to 24 hours which includes expenditure on overnight accommodation and breakfast, lunch and dinner and personal incidental expenses.

11. The 24 hour subsistence includes the:

- receipted cost of bed and breakfast up to a capped limit.
- 24 hour meals and personal incidental expenses allowances.

12. Applicants are reminded that Inquiry Procedure Direction No 5 (paragraph 16) requires that any need for overnight accommodation be approved in advance by the Inquiry Secretary.

13. Exceptionally, an applicant may be able to claim for reimbursement of bed and breakfast costs above the capped limit. Applicants are reminded that Inquiry Procedure Direction No 5 (paragraph 18) requires that any individual item of expenditure greater than £100 be approved in advance by the Inquiry Secretary.

14. When all meals breakfast, lunch and dinner are provided at no cost to the applicant the receipted cost of accommodation only up to a limit of £63.00 will be reimbursed. The personal incidental allowance of £5.00 can also be claimed in these circumstances.

15. The arrangements in the above paragraph do not apply when meals are provided as part of air, rail or sea travel tickets.

16. When accommodation only is provided at no cost to the applicant the cost of breakfast up to a limit of £12.00 plus the meals of £23.50 allowance will be reimbursed. The personal incidental expenses allowance of £5.00 can also be claimed in these circumstances.

17. In circumstances where accommodation and all meals are provided at no cost to the applicant only the personal incidental expenses allowance of £5.00 can be claimed.

18. When an applicant travels by rail or sea and occupies a sleeping berth, which normally includes a breakfast an allowance of £24.10 is payable to cover meals purchased in the 24 hour period. The personal incidental expenses allowance of £5.00 can be claimed in these circumstances.

19. 24 hour subsistence is not payable when an applicant is:

- given bed and board at no cost to him/her but if the arrangement involves some incidental expense, the actual receipted expenditure incurred may

be reimbursed if this cannot be covered by the personal incidental expenses allowance described above.

- staying with friends or relatives (the staying with friends allowance is appropriate in these cases).

NIGHT SUBSISTENCE ALLOWANCE

Staying with Friends Allowance

20. If on Inquiry business an applicant resides overnight with and in accommodation provided by friends or relatives, irrespective of the circumstances, the applicant can claim the Staying with Friends Allowance. This is the appropriate rate irrespective of whether the friend or relative ordinarily operates a commercial hotel or bed and breakfast business. This allowance is a 24 hour rate designed to cover accommodation and all meals in the 24 hour period starting when the journey commenced. Receipts are not required to be produced to support a claim for this. The personal incidental expenses allowance can be claimed in addition to this allowance.

MOTOR MILEAGE ALLOWANCE /MOTOR CYCLE MILEAGE ALLOWANCE

21. A mileage allowance is payable when an applicant uses his or her private motor vehicle for travel on Inquiry business. The use of private motor vehicles however should only occur when it is established that public transport is neither available nor practicable.

Calculation of Mileage Entitlement

22. Mileage allowance is payable for the mileage travelled between the workplace/home and the Inquiry. The shortest practicable route should be taken.

Ownership of vehicle

23. For the purpose of payment of the mileage allowance the following will be regarded as the private vehicle of an applicant:

- a vehicle owned or being bought on hire purchase and registered in the name of the applicant; or
- a vehicle registered in the name of the spouse or partner of the applicant provided that the normal insurance requirements are fulfilled.

PASSENGER SUPPLEMENT

24. An applicant who uses a private motor vehicle on Inquiry business and carries other Inquiry witnesses/document providers as passengers will be paid a supplement in addition to the motor mileage rate for each such passenger. The supplement for each such passenger is the distance actually travelled by the passenger.

GARAGE EXPENSES, PARKING, TOLL AND FERRY CHARGES

25. If an applicant is required to make a journey on Inquiry business by private motor vehicle for which motor mileage allowance is payable the receipted garage, parking, toll or ferry charges incurred on the day(s) for which motor mileage allowance is payable will be reimbursed. Receipted costs for overnight garaging or parking will be paid only for the nights when night subsistence allowance is payable.

CAR PARKING FINES

26. Applicants should note that car parking fines incurred for illegal parking whilst on Inquiry business will not be reimbursed. If there is any doubt about car parking restrictions including parking meters operating at an Inquiry venue and limitations placed on parking times permitted, applicants should consider the use of public transport or a taxi.

PEDAL CYCLE ALLOWANCE

27. An applicant using a pedal cycle on Inquiry business will be paid the pedal cycle allowance.

TRAVEL BY RAIL: REDUCED FARES AND SEASON TICKETS

28. Applicants must take full advantage of reduced rail fares including day returns, saver tickets and season tickets where their use does not impair efficiency and achieves best value. Applicants will not be reimbursed for any Inquiry journey or part journey for which they hold a private season ticket which is valid for that journey or part journey.

SLEEPER BERTHS

29. The subsistence allowance for each night an applicant occupies a sleeper berth is £24.10.

TRAVEL BY SEA

Journeys between one part of the British Isles and another

30. When an applicant necessarily travels by sea on Inquiry business and accommodation of more than one class is available, first class travel is permissible.

31. An applicant travelling overnight will be eligible to claim a subsistence allowance of £24.10 for each night during which a sleeping berth is, or could have been, occupied and a breakfast is included in the ticket price. If breakfast is not provided with the ticket then the actual receipted cost of breakfast will be reimbursed in addition to the meals allowance of £23.50.

LOCAL TRAVEL AT AN INQUIRY VENUE

32. Claims for local travel e.g. between a hotel and the Inquiry venue during a visit on Inquiry business will be met subject to the provision of receipts or ticket stubs.

Taxi Travel

33. Applicants seeking reimbursement for hire of a taxi must explain the need for the hire on their travel and subsistence expenses application form.

Edinburgh Tram Inquiry
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