



TRAVELLING & SUBSISTENCE ALLOWANCES

Travelling Expenses.

1. Travelling expenses incurred by employees in the performance of their official duties will be reimbursed, after authorisation, by the City of London Corporation. Travel will normally be reimbursed at public transport rates unless a journey by car has been authorised by the Chief Officer.
2. When the journey undertaken is within the area covered by a season ticket no payment will be made. Should the journey extend beyond the area covered by the season ticket, the excess fare(s) incurred will be reimbursed.
3. Please refer queries about the use of taxis to your departmental HR contact and ensure that proper authorisation is obtained before using taxis.

Subsistence Allowances

4. Subsistence allowances will be payable to employees who are **required** by their official duties to take a meal at least 5 miles away from their home, administrative centre or establishment where they normally take their meals, and thereby incur additional expenditure.
5. Payments will only be made for actual expenditure, supported by receipts, up to the maximum level listed in [Section A6](#). The allowance shall not be paid where a suitable meal is provided or has been reimbursed by virtue of the provisions at paragraph 7.
6. In exceptional circumstances and where authorisation has been given to an individual employee by the City Corporation prior to expenditure being incurred, additional expenses, beyond the allowances referred to in this section, shall be payable.
7. Employees travelling by rail who necessarily take a meal in a restaurant car shall be reimbursed the actual cost of the standard meal.



Overnight Provision

8. Employees who are required to make overnight stays in the performance of their official duties will be reimbursed approved expenses.

Conference Expenses - Business Travel Scheme

9. Separate provisions exist for payment in relation to conference expenses. The [Business Travel Scheme](#) exists to reimburse employees for reasonable expenses incurred when required to undertake business or conference trips. The scheme does not apply to UK trips that do not involve overnight stays or to residential training courses (please contact your departmental HR Officer should you require further details).

Out of Pocket Expenses: Residential Training Courses

10. A maximum nightly allowance is claimable in respect of necessary out-of-pocket expenses incurred at residential training courses. For courses lasting one week or more, the allowance should not normally exceed the weekly rate detailed in [Section A6](#); this provision is limited to six weeks in respect of any course and subject to review thereafter.
11. Where an employee has to arrive for a week's course of training at the training establishment on the preceding Sunday night, and thus will be in attendance for five nights s/he should receive one further nights allowance in excess of the weekly limit.