

## **Subsistence Allowances**

### **1. Eligibility**

**1.1.** As a general principle, employees will be responsible for meeting the cost of their own food and drinks whilst at work. In exceptional circumstances, set out below, employees may submit claims for the reimbursement of expenditure actually incurred beyond the norm.

Reimbursement of expenditure will be on the basis of receipts for costs actually incurred.

### **2. Allowances available**

**2.1** Reimbursement in respect of any meals may be claimable where an employee has had an overnight stay or other exceptional circumstance and where approved by the manager, the employee should seek advanced confirmation from their line manager that expenses can be claimed.

### **3. Details of the scheme**

**3.1** Reimbursement will be limited to the amount supported by the receipts submitted. The receipt must relate to the day and time of the meal claimed.

**3.2** The County Council will not reimburse expenditure on alcoholic drinks or tobacco products in any circumstances.

#### **3.3 Overnight allowances**

Employees are allowed to claim actual costs for absence overnight (bed and breakfast), up to an agreed maximum on the production of receipts.

#### **3.4 Submitting a claim**

Subsistence allowances should be claimed through the BMS system. Times of leaving and returning to base should always be shown when subsistence allowances are claimed.

### **3.5 Candidates for interview**

Paragraphs 3.1-3.4 shall be applied to candidates interviewed for appointments with the County Council.

### **3.6 Travel abroad**

**3.6.1** Bed and breakfast - actual expenditure incurred.

**3.6.2** Other meals and expenses - reimbursement will be based on expenditure incurred subject to a maximum figure determined by the Group Manager, Finance. Receipts must be submitted when claims are made.

**3.6.3** The rates apply to journeys to Europe only.

**3.6.4** The Group Manager Financial Services can vary the rate in respect of journeys outside Europe.

### **3.7 Out of pocket expenses**

Out of pocket expenses incurred at residential training courses will be reimbursed in accordance with the relevant Conditions of Service. Claims for courses lasting more than 6 weeks will be the subject of review and will be considered by Corporate Directors. Where the employee has to arrive at the training establishment on the preceding Sunday night and thus will be in attendance for five or more nights they should receive the daily allowance in respect of that night outside of the weekly limit.

### **3.8 Visits when accompanied by spouse/partner**

Where an employee is accompanied by their spouse/partner, no charge will fall on the County Council for any expenses other than those to which the employee is entitled under the Conditions of Service.

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