

## **9.13 Subsistence Allowances**

This policy sets out the rules for payment of subsistence, lodging and other similar allowances which are designed to meet the extra cost you may incur by being away from home or office on official duty.

- Dependant on how long you are away from home, you may be entitled to claim either a day or overnight absence allowance – Section 3 Subsistence Allowances
- If the absence is during the day and you face increased costs in obtaining a meal the day allowance may apply – Section 4 Day Subsistence Allowance
- Overnight stays attract the night absence allowance – Section 5 Night Subsistence Allowance
- If you remain on detached duty after your entitlement to night subsistence allowance has been exhausted, you may be paid Lodging Allowance – Section 7 Lodging Allowance
- The actual rates of allowances you may be able to claim are shown in - Annex 1
- If you need to book overnight accommodation you should use the NICS hotel booking service – Annex 4

**The following term within this policy are defined in the glossary:**

Detached duty

**You may also be interested in the following policies:**

9.01 General Guidance for Travel and Subsistence, 9.02 Official Travel, 9.03 Concessionary Travel

This policy is version 3.0

For a printable version please click the icon. Please make sure that your printed version is current with the one on this portal.

This homepage is only a guide to the policy, not the policy itself. In the event of any discrepancy between the content of this homepage and the associated policy, the wording of the policy shall apply.

## 9.13 SUBSISTENCE ALLOWANCES

### CONTENTS

1	Introduction .....	3
2	Definitions .....	3
3	Subsistence Allowances .....	3
4	Day Subsistence Allowance .....	5
5	Night Subsistence Allowance .....	7
6	Reimbursement of Expenses Associated with Attendance at Investitures and Royal Garden Parties .....	10
7	Lodging Allowance .....	10
8	Retention of Rooms Allowance.....	11
9	Reimbursement of Rent Paid for Family Accommodation at Detached Duty Station.....	11
10	Residential Training Courses .....	12
11	Other Subsistence Allowances .....	13
	ANNEX 1 .....	15
	Rates of Allowances .....	15
	ANNEX 2 .....	20
	Effect of Absences During the Night Subsistence Period (ie 30 Night Period).....	20
	ANNEX 3 .....	21
	Allowances for Working Late or Sleeping at the Office .....	21
	ANNEX 4 .....	22
	Arrangements for Using the Hotel Booking Agent .....	22

## **9.13 SUBSISTENCE ALLOWANCES**

### **1 Introduction**

**1.1** This policy sets out the rules for payment of subsistence, lodging and other similar allowances, which are designed to meet the extra cost incurred by staff members away from home or office on official duty. The occasions to which subsistence allowance described in this policy are applicable include the range of activities covered in the definition of travelling on official business (see policy 9.02 Official Travel) and do not include attendance at Northern Ireland Civil Service (NICS) recruitment competitions on which occasions a serving Civil Servant is treated in the same way as any other member of the public.

### **2 Definitions**

#### **2.1 Detached Duty**

**2.2** Detached Duty is defined as any period of duty at another work place other than your permanent station and other than on permanent transfer. A detached duty posting can last for as little as one day and is likely to last for less than three years.

#### **2.3 Duty Station**

**2.4** Duty Station is defined as a location at which official duties are performed.

#### **2.5 Period of Absence**

**2.6** The period of absence is:

- a.** the actual time of absence if the journey starts and ends at your place of work;  
or
- b.** the actual time of absence if you travel directly from and/or to home and this is less than it would have been had the journey both started and ended at your place of work.

### **3 Subsistence Allowances**

**3.1** Day subsistence allowances cover a period of more than 5 hours' or more than 10 hours' absence from a duty station or a balance of more than 5 hours or more than 10 hours after a complete period of 24 hours attracting night subsistence allowance. Day subsistence is reimbursed up to a maximum of the rates set out in Annex 1 Part i.

**3.2** Night subsistence allowances cover an overnight absence of up to 24 hours plus any additional period not reckonable for day subsistence allowance. The maximum of the rates are set out in Annex 1 Part ii.

**3.3** There are 2 levels –

(1) London, the Republic of Ireland and

(2) Elsewhere in GB and Northern Ireland.

**3.4** The London rates are paid for detached duty in the Central London area, that is, within a 5 mile radius of Charing Cross. The same Central London rate is paid for the Republic of Ireland.

**3.5** Subsistence allowance is reimbursed on a receipted actuals basis for bed and breakfast as stated in Annex 1.

**3.6** Where the limits for bed and breakfast are insufficient in particular instances, you will require the prior approval of your Department if you are to be reimbursed any additional costs involved. You should contact the Hotel Booking Agent either directly or through your Departmental Travel Booking Section to determine whether accommodation within, or closer to the relevant ceiling can be obtained. The arrangements for using the Hotel Booking Agent are set out in Annex 4.

**3.7** Instead of night subsistence, if you stay with a relative or friend you will be paid a flat rate 24 hour per night allowance as shown in Annex 1 part ii (plus actual additional travel to and from the overnight location and the non-taxable overnight personal allowance). You are required to include your overnight accommodation address on your claim form.

**3.8** If you use your private motor vehicle for a journey at the public transport rate of mileage allowance, (see policy 9.02 Official Travel in the HR Handbook) your entitlement to subsistence allowance is limited to the amount which would have been payable if you had travelled by public transport by the most direct route, in other words a notional period of absence is used to calculate your entitlement. You should make good any foreseeable loss of official time occasioned by the use of your private motor vehicle (see policy 9.02 Official Travel). The allowances vary according to the conditions of the absence, for example whether meals or accommodation are provided at Government expense and according to the frequency of visits to a single location. The sections below describe these conditions for each type of allowance.

## **4 Day Subsistence Allowance**

**4.1** You are eligible for Day Subsistence Allowance when you are:

- a.** absent for more than 5 hours or more than 10 hours and
- b.** also more than five miles from your duty station and
- c.** necessarily purchase a meal (or meals) at greater cost than if you had been at your permanent station. The rates which are given in Annex 1 Part i vary according to the length of absence.

**4.2** If you qualify for Day Subsistence Allowance as detailed above, **and** make repeated visits to the same place without a break of more than 10 working days, Day Subsistence Allowance is payable for a maximum of 30 working days, subject to the following conditions:

- a.** Days on which the visit does not attract Day Subsistence Allowance (in other words less than five hours) will be disregarded in the calculation of the 30 day subsistence period.
- b.** A break of more than 10 working days entitles you to a fresh start of the 30 day subsistence period
- c.** Once an entitlement of 30 days has been exhausted, a break in attendance of at least three months is necessary to qualify for a fresh start at the same place.

**4.3** When a main meal, full breakfast, lunch, high tea or dinner, is taken on a train, boat or plane and so on, during a period qualifying for day subsistence allowance, the full cost of the meal (including VAT but excluding alcoholic beverages) may be reimbursed, subject to the production of receipts. In addition, gratuities not exceeding 10% of the cost of the actual meal (in other words, the cost exclusive of VAT) may be reimbursed.

**4.4** The number of meals attracting reimbursement under section 4.3 will affect the subsistence allowance payable as shown below:

- a.** For absences of more than 5 hours, but not more than 10 hours – 1 main meal in lieu of payment of the 5 hour rate;
- b.** For absences of over 10 hours, 1 main meal, plus the normal 5-10 hour rate; or 2 main meals.
- c.** Where an absence exceeds 12 hours and a breakfast was necessarily purchased, a special supplement of the more than 5 hours rate will be payable. In such circumstances the total amount payable for the day will be subject to the limit of the 10 hours subsistence rate plus the above-mentioned supplement.

**4.5** It should be noted that Day Subsistence Allowance is not payable in the following circumstances:

- a.** concurrently with 24 hour subsistence allowance; nor
- b.** if you are in receipt of lodging allowance, unless you qualify by reason of absence from the new station which has become your place of duty; nor
- c.** if you are provided with all appropriate meals at public expense during a visit; nor
- d.** if you take your meals at home or if the place visited is 5 miles or less by the most direct route from your usual place of duty; nor
- e.** a return journey from or to the detached duty station in connection with a weekend visit home either to your permanent station or to a place other than your permanent station.

**4.6** If you have exhausted your entitlement to Day Subsistence Allowance under the normal rules you may be reimbursed the cost of a train meal provided your Department is satisfied that, having regard to the length of absence and the time factors involved in the official duty and the journey, it was reasonable for you to have taken a main meal or meals on a train. Reimbursement will be subject to the normal rules regarding length of absence, etc except that in the case of an absence of more than 10 hours when one main meal is taken on a train, reimbursement will be made for one meal only and no additional subsistence allowance will be payable.

**4.7** If you are on detached duty at your former permanent station or at another station which enables you to live at home and you are disqualified from receiving Night Subsistence Allowance you may receive the allowances set out in Annex 1 Part v towards the cost of retaining accommodation at the permanent station and an allowance for excess fares between the place of detached duty and the home at which you stay, less the fares normally paid at the new permanent station, subject to the conditions set out below:

DURATION	CONDITIONS
During the first 30 nights of the detached duty.	If you live at home the allowance given in Annex 1 Part vi is payable subject to the amount of the allowance and excess fares not exceeding the amount which would have been payable had you occupied hotel accommodation.
After 30 nights or the expiry of Night Subsistence Allowance paid.	As above, subject to the limit of the amount of lodging allowance for which you would otherwise have qualified.

**4.8** If the duty is not being performed at the former permanent station but at another station, you qualify also for normal Day Subsistence Allowance.

**4.9** If you travel daily from your home at the permanent station to a detached duty station you should be paid excess travelling expenses (calculated on the basis of the cheapest rate available, second class if by rail), plus any Day Subsistence Allowance for which you may be eligible within the limit of the appropriate Night Subsistence Allowance (in other words the ceiling on expenditure on bed and breakfast plus the allowance for lunch and dinner) during the first 30 days and thereafter within the nightly limit of the rate of lodging allowance as appropriate. (For rules relating to use of private motor vehicles for daily travel see policy 9.02 Official Travel in the HR Handbook.)

**4.10** If you travel daily from one detached duty station to another instead of staying overnight, in other words “A” to “B”, you are eligible for the following payments within the total amount which would have been paid if you had taken accommodation at station “B”:

- a. any allowance in payment at detached duty station “A”;
- b. excess fares in travelling to “B” over those in travelling to office at “A”; and
- c. day subsistence allowance, treating, “A” as your “permanent station”.

**4.11** You may be granted a Day Subsistence Allowance at the discretion of the Authorising Officer if you are detached for duty at exhibitions held in your own headquarters’ town and are unable to leave the exhibition premises for meals and refreshments. In such cases the distance limit of more than five miles does not apply.

**4.12** Day Subsistence Allowance may be paid where applicable, to you if you return home at weekends at official expense (see policy 9.03 Concessionary Travel) in respect of the balance of time from the end of the 24 hour cycle for Night Subsistence Allowance to the time of leaving the detached duty station or the new permanent station. No subsistence or lodging allowance is payable for the period of absence but a nightly retention of rooms allowance may be payable in lieu of lodging allowance where that is being paid (see section 8.3 of this policy).

## **5 Night Subsistence Allowance**

**5.1** Night Subsistence Allowance is subject to the limits set out in Annex 1 Part ii and the discretion outlined at section 5.5. Entitlement to Night Subsistence Allowance expires after 30 nights in one place or after seven days’ notice of a prolonged stay has been worked. For example, if you are told on or before the 24th day that you will be staying for more than 30 nights in all, Lodging Allowance is payable after the 30th night, but if you are not told until the 29th day, you remain eligible for Night Subsistence Allowance until the 35th night.

**5.2** An overnight personal allowance at the flat rate set out in Annex 1 Part ii is also payable to cover provision for laundry, telephone calls home, etc for all overnight absences for which night subsistence is payable.

**5.3** Annex 2 shows how absences from the detached duty station during the subsistence period affect the calculation of the 30 nights.

**5.4** Where an entitlement to Night Subsistence Allowance has been exhausted and there is a break of at least three calendar months, a new spell of night subsistence may be paid in respect of subsequent visits to the same place.

**5.5** The claims processing centre may at its discretion pay more than the normal limit of Night Subsistence Allowance if on the production of receipts, it has been shown that you necessarily incurred abnormally high expenses on accommodation and meals (for example because of an unusually heavy local demand for hotel accommodation). Departments will have ultimate responsibility for decisions on any such payments.

**5.6** Normally no account should be taken of other incidental expenses during the night subsistence period but the claims processing centre may, at its discretion, take account of unavoidable substantial expenses incurred at the detached duty station. When meeting actual expenses in accordance with the provisions of these sections the claims processing centre should satisfy itself that the expenditure was reasonable in the circumstances and reimburse you on a receipted actuals basis only. Departments will have ultimate responsibility for decisions on any such payments.

**5.7** The rules are applied differently when you move from one detached duty station to another. For this purpose, if you are in one of the categories described below and are temporarily recalled to the permanent station you may be treated as visiting another detached duty station:

- a.** you have no dependents and are sent on detached duty and are not due to return to the permanent station;
- b.** you have dependants and having been told that you were not due to return to the permanent station, you have given up your accommodation there.

**5.8** The effect on the calculation of the period during which night subsistence allowance is payable in such instances is given below.

**5.9** The rules are applied differently when you move from one detached duty station to a previous detached duty station (in other words "A" to "B" to "A"). In these circumstances you will qualify for a fresh start of the 30 night subsistence period so long as:

- a.** the entitlement to night subsistence allowance at station "B" has been exhausted;

- b.** you were not paid a retention of rooms allowance immediately before leaving “B”;
- c.** if you are married your family did not remain at detached duty station “A” during your absence at “B”

**5.10** If you are temporarily recalled to your permanent station, where your family continues to reside, but are unable to stay in the family home, because, for example, the family is temporarily away, and your Department is satisfied that it would be unreasonable to expect you to stay in your own home, you may be paid reasonable out-of-pocket expenses within the limit of the Night Subsistence Allowance for which you are eligible.

**5.11** The Night Subsistence Allowance payable to you if you are travelling overnight to Great Britain by sea and/or rail will be in addition to the 30 (or 35) nights’ allowance payable under section 5.1). You may be reimbursed reasonable receipted expenses incurred on an evening meal, bed or sleeping berth and breakfast.

**5.12** Where the cost of bed and breakfast has been provided, you will be entitled to the standard allowance to cover lunch and dinner up to the maximum payable as outlined in Annex 1 Part ii.

**5.13** Night Subsistence Allowance is not payable to if:

- a.** you are temporarily recalled from detached duty to your permanent station except in respect of time spent in travelling to and from the permanent station;
- b.** you are on detached duty under the terms of sections 5.7 and 5.8 (see also policy 9.03 Concessionary Travel in the HR Handbook for fares payable);
- c.** you are given bed and board at public expense or on official premises free of charge but if the arrangement involves you in some expense, actual expenditure should be reimbursed. If this is a regular arrangement, a special allowance agreed with the Department of Finance and Personnel may be paid
- d.** you are attending a residential training course (including residential training establishments administered by an outside body), for which the Department meets all the boarding expenses associated with the course, although you may be paid a “personal or incidental expenses allowance” (Annex 1 Part x).

## **6 Reimbursement of Expenses Associated with Attendance at Investitures and Royal Garden Parties**

**6.1** Departments have discretion to assist you and retired civil servants, whose nominations have been sponsored by their former Department, with travel and subsistence costs associated with your attendance at Investitures and Royal Garden Parties. The amounts of assistance must be contained within the maximum entitlements for travel and subsistence as if you were on official duty.

**6.2** When nominations have been sponsored by the Department, assistance can also be given to the accompanying relatives of either serving civil servants or retired civil servants.

**6.3** Buckingham Palace has indicated that a recipient may be allowed to bring up to three guests. Within this limit Departments have discretion to decide on the number of guests for which financial assistance will be payable.

**6.4** Any travel and subsistence assistance made to you, retired civil servants and family members is subject to tax and NIC.

## **7 Lodging Allowance**

**7.1** If you remain on detached duty after your entitlement to Night Subsistence Allowance has been exhausted, you may be paid Lodging Allowance from this date. The allowance is payable if a double commitment is incurred as a result of having to retain accommodation at the permanent station in addition to the lodgings at the detached duty station. The rates are set out in Annex 1 Part iii.

**7.2** Payment of Lodging Allowance may continue during absences of three nights or less during the working week, on leave or on duty, including temporary recall to the old station except where the absence immediately precedes or follows a weekend visit home when Retention of Rooms Allowance (see section 8.1) is payable for the whole period of absence. Lodging Allowance is also payable in conjunction with Retention of Rooms Allowance in respect of the absences outlined in Annex 4.

**7.3** Lodging Allowance should not be paid where a public holiday falls at the beginning or in the middle of a period of annual leave. However, when a public holiday falls at the end of a period of leave, and immediately precedes a return to the detached duty station, Lodging Allowance may be paid for the public holiday, for example a Bank Holiday Monday preceding a return to work on Tuesday.

**7.4** Lodging Allowance is only payable for nights of absence from a detached duty station in the circumstances described in sections 8.2 and 8.3 (otherwise see section 9.1). It is not payable to you when on detached duty from a new permanent station if you live at your home established in relation to your former permanent station (see section 5.7 for special allowances and policy 9.03 Concessionary Travel in the HR Handbook for fares payable in these circumstances).

## **8 Retention of Rooms Allowance**

**8.1** A Retention of Rooms allowance is designed to relieve you of the expense of retaining rooms during absence from a detached duty station. The allowance is payable at the rate given in Annex 1 Part iv during absences from the detached duty station on weekend visits home. **It is also payable, on production of receipts, for any other nights not attracting Lodging Allowance during a lodging allowance period, up to a maximum of the rate given in Annex 1 Part iv.**

**8.2** It is not normally payable for more than 3 months and is only payable if you are not likely to be away for more than 3 months and need to retain accommodation at a detached duty station whilst still paying rent at the old permanent station. It is not payable to you when on detached duty from a new permanent station if you live at your home established in relation to your former permanent station. (See section 5.7 for special allowances and policy 9.03 Concessionary Travel in the HR Handbook for fares payable in these circumstances.)

**8.3** A Retention of Rooms allowance is also payable to you in lieu of Lodging Allowance if you are entitled to return home at official expense under the provisions of policy 9.03 Concessionary Travel.

## **9 Reimbursement of Rent Paid for Family Accommodation at Detached Duty Station**

**9.1** When you are joined by your dependants at a detached duty station, you cease to be eligible for Lodging Allowance but become eligible for reimbursement of Rent Allowance. Rent Allowance is the amount of rent paid at the detached duty station within the limit of your rate of Lodging Allowance. In order to qualify you must be incurring a double commitment by also incurring expenditure on family accommodation, sublet or not, at your permanent station. If the permanent accommodation is not let any Additional Housing Costs Allowance in issue continues (see policy 9.16 Assistance with the Cost of Setting up a New Home).

**9.2** If you have dependants and are not due to return to your permanent station and you give up your family home and are joined by your dependants at the detached duty station you should be paid an Additional Housing Cost Allowance (see 9.16 Assistance with the Cost of Setting up a New Home) which should not exceed the appropriate Lodging Allowance. For calculation of the allowance see policy 9.16. When you are sent to another detached duty station or returned to your permanent station you should continue to be paid this allowance until the dependant's removal can be arranged.

**9.3** When your dependants take up continuous residence with you at a detached duty station, you may also be reimbursed the following expenses as in the case of permanent transfer:

- a.** dependant's fares to the detached duty station;
- b.** if you have taken furnished accommodation is taken the cost of moving your personal effects to the detached duty station;
- c.** provided you have been told you are not due to return to the permanent station, the cost of removal of furniture and effects to store and the cost of storage at the permanent station.

**9.4** The provision at "c" above also applies to you if you do not have dependants.

## **10 Residential Training Courses**

**10.1** The rate of Personal Expenses Allowance payable to you when attending residential training courses where subsistence allowances are not payable (and excluding courses in respect of which special arrangements apply) is as set out in Annex 1 Part x. Payment should be made for each overnight stay at the course and should cease when you return home at a weekend or are absent for other reasons. The allowance should not be paid in addition to the allowances detailed in sections 8.2 and 8.3.

**10.2** Where you attend overseas residential courses or other similar courses and are not in receipt of subsistence allowances, a special Personal Expenses Allowance as detailed in Annex 1, part xi, may be payable.

**10.3** Details of the special allowances payable to you when attending business school courses for which arrangements are coordinated centrally will be given at the time Departments are notified of the acceptance of your nominations by the schools and colleges.

## **11 Other Subsistence Allowances**

### **11.1 Working Late or Sleeping at the Office**

**11.2** Annex 3 describes allowances in respect of casual absences from home when you are working late at night or sleeping at the office. These allowances are in no sense payments for extra hours worked or inconvenience caused through working unusual hours.

**11.3** The allowances set out in Annex 3 are not payable to you if:

- a.** you do night duty instead of day duty;
- b.** you sleep at the office for your own convenience; or
- c.** your conditions of service require you to work at night; or be on-call/stand-by at night in addition to normal day duty even though this contingency arises infrequently and irregularly.

### **11.4 Staff Recalled from Leave**

**11.5** Subsistence allowances are not normally payable to you if you are recalled from leave but Departments have discretion to reimburse actual expenses necessarily incurred, within the appropriate subsistence allowance, for example expenditure on hotel accommodation because your home is not available for your use. Expenditure on unused holiday accommodation may also be reimbursed at Departmental discretion if you show that you could not book on a day-to-day basis and took all possible steps to avoid the expenditure. Expenses incurred in vain by you when your annual leave is cancelled or postponed should also be reimbursed if the Department is satisfied that these could not have been avoided. Departments have discretion to reimburse on an ex-gratia basis any unavoidable extra travel costs incurred as a result of a curtailment of or interruption of a holiday.

**11.6** As a result of unforeseen circumstances you may be recalled from annual leave for official duty, provided that you –

- a.** could not have foreseen the probability of recall when making the holiday arrangements, and
- b.** when the probability of recall became known the holiday arrangements could not reasonably have been cancelled, you may claim travelling expenses at the rate that would normally be paid for travel on official business. Subsistence Allowance cannot normally be paid but the claims processing centre will consider paying actual expenses necessarily incurred within the limit of the maximum appropriate subsistence allowance. Departments will have ultimate responsibility for decisions on any such payments.

**11.7** The claims processing centre has also discretion to pay unavoidable expenditure on holiday accommodation for the period following recall. Departments will have ultimate responsibility for decisions on any such payments.

**11.8** Both travel and subsistence payments for recall from annual leave are subject to tax and Class 1 NIC.

## Subsistence Allowances

### ANNEX 1

#### Rates of Allowances

##### Part i (See Sections 3 and 4)

##### DAY SUBSISTENCE ALLOWANCE (wef 6.4.95)

More than 5 hours and also more than five miles from the duty station £4.25

More than 10 hours and also more than five miles from the duty station £9.30

##### Part ii (See Sections 3 and 5)

##### NIGHT SUBSISTENCE ALLOWANCE (wef 1.9.2007)

Central London (i.e. 5 miles from Charing Cross) and Republic of Ireland (RoI) Receipted actuals for bed and breakfast up to a ceiling of £120 including VAT plus an allowance of up to a maximum of £18.30 to cover lunch and dinner.

Elsewhere in GB and Northern Ireland (wef 1.12.00) Receipted actuals for bed and breakfast up to a ceiling of £80 including VAT plus an allowance of up to a maximum of £18.30 to cover lunch and dinner.

Officers staying with friends or relatives (London, RoI and Elsewhere in GB and NI) £25 per night

## **Subsistence Allowances**

### **ANNEX 1 (Cont'd)**

#### **PERSONAL EXPENSES ALLOWANCES**

**(wef 1.9.2007)**

(This allowance is payable for all overnight absences for which Night Subsistence or the allowance for staying with friends or relations are paid.) The allowance is non-taxable. £5.00

#### **TRAVEL**

All travel including trains, tubes and taxis will be paid on a receipted actuals basis

## Subsistence Allowances

### ANNEX 1 (Cont'd)

#### Part iii (See Section 7)

##### **LODGING ALLOWANCE**

(Receipted expenditure)

Central London and Republic of Ireland (wef <b>1.9.2007</b> )	£38.82
Elsewhere in GB and NI (wef 1.8.1992)	£31.00

#### Part iv (See Section 8)

##### **RETENTION OF ROOMS ALLOWANCE (wef 1.8.91)**

Not exceeding £6.05 per night

#### Part v (See Section 4.7)

##### **ALLOWANCE TO STAFF ON DETACHED DUTY DISQUALIFIED FOR NIGHT SUBSISTENCE (WEF 1.8.91)**

The allowance to you when on detached duty from a new permanent station and disqualified for Night Subsistence Allowance because you live at your home established in relation to your former permanent station is as follows:

- a. a single householder at new permanent station - £17.25
- b. all other staff - £ 6.25

#### Part vi (See Section 11.1)

##### **ALLOWANCE TO STAFF WHO SLEEP AT THE OFFICE BUT ARE DISQUALIFIED FOR ON-CALL OR STAND-BY ALLOWANCE (WEF 1.8.91)**

The allowance to you when you sleep at the office after an ordinary day's duty and are on-call/standby or when you work during the night after an ordinary day duty, and are disqualified for on-call or stand-by allowance is:

£7.60 per night

## **Subsistence Allowances**

### **ANNEX 1 (Cont'd)**

#### **Part vii (See Section 11.2)**

##### **ALLOWANCE TO STAFF WHO SLEEP AT THE OFFICE EITHER BEFORE OR AFTER EARLY OR LATE DUTIES RESPECTIVELY (WEF 1.8.91)**

£3.25 per meal

#### **Part viii (See Section 11.3)**

##### **ALLOWANCE TO STAFF WHO WORK LATE AT NIGHT (WEF 1.8.91)**

The allowance to you when you work late at night in addition to day duty is:

£3.25

Exceptionally, where you necessarily have to spend more than £3.25 on a meal, the claims processing centre has discretion to reimburse actual receipted expenditure provided it is satisfied that the expenditure was reasonable in the circumstances.

#### **Part ix (See Section 11.3)**

##### **ALLOWANCE TO STAFF WHO WORK LATE AT NIGHT IN ADDITION TO ORDINARY DAY DUTY AND ARE OBLIGED TO SLEEP AT THE OFFICE (WEF 1.8.91)**

£10.90

#### **Part x (See Sections 5.12 c & 10.1)**

##### **ALLOWANCE TO STAFF ATTENDING A RESIDENTIAL TRAINING COURSE (WEF 6.4.95)**

The allowance for attending such courses for which the Department meets all boarding expenses is:

£5.00 per night

The allowance is non taxable.

## **Subsistence Allowances**

### **ANNEX 1 (Cont'd)**

#### **Part xi (See Section 10.2)**

#### **OVERSEAS RESIDENTIAL TRAINING COURSE ALLOWANCE**

The allowance to you when attending overseas residential training courses if you are not in receipt of subsistence allowance is:

£10.00 per night (wef 1.8.2007)

The allowance is not taxable.

#### **MINIMUM STANDARDS OF ACCOMMODATION**

**A.** Single rooms with:

- en suite facilities (shower instead of bath is acceptable);
- TV; and
- Tea/Coffee making facilities.  
(a telephone in the room is desirable)

**B.** There should be adequate space and, where it is necessary to work in the room, facilities (writing surface and telephone) for doing so.

**C.** The hotel should have satisfactory personal security arrangements and adequate emergency procedures. The surrounding area should be respectable.

**D.** Restaurant facilities should be available either in the hotel or locally offering a table d'hôte menu at reasonable prices for 3 courses with coffee, but excluding other drinks.

**Subsistence Allowances**

**ANNEX 2**

**Section 5.3**

**Effect of Absences During the Night Subsistence Period (ie 30 Night Period)**

<b>TYPE OF ABSENCE</b>	<b>DURATION</b>	<b>EFFECT</b>
<b>(i)</b> Official business	10 nights or less	Nights before and, after are accumulated in calculating the date from which lodging allowance is paid (see section 2.6). Nights of absence do not count.
<b>(ii)</b> Official business	More than 10 nights	More than 10 nights of absence will not count towards the accumulation of the 30-night rule. However, days served at the detached duty station prior to this break will count toward the 30-day limit. A complete break of 3 calendar months from the same detached duty station is required before a fresh start of night subsistence can be considered.
<b>(iii)</b> Visits home at official expense	Weekend	Nights of absence count towards the 30 nights but do not disturb the 24 hour night subsistence allowance cycle.
<b>(iv)</b> Other absences for private reasons (including annual and other leave)	Less than 10 nights More than 10 nights	See (i) above See (ii) above

## Allowances for Working Late or Sleeping at the Office

ALLOWANCE	CIRCUMSTANCES
An allowance at the rate given in Annex 1, part vi.	Payable to you when you: sleep at the office after an ordinary day duty and are on-call/stand-by e.g. as a duty officer but not as part of a rostered commitment (see policy 8.18 On-call and Stand-by Allowance in the HR Handbook), or work during the night after an ordinary day duty.
An allowance at the rate given in Annex 1, part vii for each morning or evening meal purchased which the officer certifies would otherwise have been taken at home.	Payable to you when you sleep at the office either before or after early or late duties respectively.
An allowance at the rate given in Annex 1, part viii for an evening meal purchased which you certify would otherwise have been taken at home.	Payable to you when you work late at night (in other words until at least 8.00 pm) in addition to ordinary day duty.
Allowance at the rate given in Annex 1, part ix.	Payable to you when you work late at night in addition to ordinary day duty and are obliged to sleep at the office.
NB: If you work late at night (in other words until at least 8.00 pm) in addition to ordinary day duty and necessarily have to spend more on a meal than the allowance detailed in Annex 1, the claims processing centre may reimburse actual receipted expenditure provided that it is satisfied that the expenditure was reasonable in the circumstances. Departments will have ultimate responsibility for decisions on any such payments	

## **Arrangements for Using the Hotel Booking Agent**

Central Procurement Division has made an agreement with Carlson Wagonlit Travel (CWT) to provide NICS staff with a hotel booking service.

### **HOW TO USE THE CWT HOTEL BOOKING SERVICE**

- contact CWT quoting the “GPA Agreement” either by:
  - Telephone 0845 230 9611;
  - Fax 0141 332 3133; or
  - E-mail nics@carlsonwagonlit.co.uk
- give your:
  - name, Department, Division and/or Branch and official address;
  - daytime telephone number and E-mail address;
  - arrival and departure dates; and
  - subsistence level ceiling (in other words your maximum allowance for bed and breakfast).
- if you wish, specify a preferred hotel or ask CWT to suggest some hotels within your subsistence level;
- once a hotel has been chosen, CWT will arrange the booking, confirm the reservation verbally to you and follow this up with written confirmation by e-mail;
- if a map is required showing the location of the hotel, ask for this at the time of booking;
- tell CWT as soon as possible if a booking needs to be cancelled or amended. CWT will issue you with a cancellation number, where appropriate, which should be retained in case of a dispute;
- settle your bill directly with the hotel on departure. There are no changes to the present

procedures for recouping expenses incurred;

- only use CWT when booking accommodation for official business;
- if you have any queries or problems concerning the operation of the booking service which you cannot resolve yourself with CWT, address these in writing to:

Julie-Ann Ferguson  
Central Procurement Directorate  
Supplies and Services Division  
Block 4  
Knockview Buildings  
Stormont Estate  
BELFAST BT4 3SG

or telephone her on (02890) 526402

#### **Additional Information**

- CWT can record any standing instructions in respect of frequent travellers, eg non-smoking room, car parking required, etc. After the first booking, information will be recorded for future reference.
- **A Travel Profile form obtainable from Departmental Travel Booking Sections, must be completed for all staff booking hotel accommodation or travel through CWT.**
- CWT will locate and book hotel accommodation anywhere in the UK or at selected hotels throughout Europe at special contracted rates, wherever possible, within subsistence levels.
- The CWT office is open **0830 to 1700, Monday to Friday.**