

9.17 Travelling, Subsistence and Lodging Allowance for Removal

This policy sets out the travelling expenses and subsistence allowances payable for visits made to the new station to search for accommodation, and those payable during the course of the removal of your household to the new station.

- Prior to moving to a new location, NICS may fund the cost of yourself and dependants visiting the new location to see what it is like – Section 2.6 Reconnaissance Visit to Dispersal Station
- Special arrangements may be put in place if you have to transfer to the new location before the rest of your household are able to do so – Section 3 Travel and Subsistence Provisions after Transfer but before Removal of Household
- You may be entitled to the reimbursements of your travel and subsistence costs during the course of a move, including support if your new accommodation is not immediately available – Section 4 Travel and Subsistence during Removal

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

There are currently no terms within this policy defined in the glossary

You may also be interested in the following policies:

3.08 Special leave, 9.14 General Removal Expenses, 9.15 Refunds of and Assistance with Expenditure on Removal and 9.16 Assistance with the Cost of Setting up a New home

This policy is version 4.0

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.

9.17 TRAVELLING, SUBSISTENCE AND LODGING ALLOWANCES

CONTENTS

1	Introduction	3
2	Travel and Subsistence Allowances before Transfer	3
3	Travel and Subsistence Provisions after Transfer but before Removal of Household..	5
4	Travel and Subsistence during Removal	8

9.17 TRAVELLING, SUBSISTENCE AND LODGING ALLOWANCES

1 Introduction

1.1 The basic rules relating to payment of travelling, subsistence and lodging allowances are set out in Handbook section “Travel and Subsistence”. The particular application of these rules to the circumstances of permanent transfer, which involve a number of modifications to the normal rules, is shown in the sections which follow. These set out the travelling expenses and subsistence allowances payable for visits made to the new station to search for accommodation, and those payable during the course of the removal of the household to the new station. They also show the subsistence, lodging and travelling allowances payable before removal of the household while a new home is being sought.

2 Travel and Subsistence Allowances before Transfer

Searching for Accommodation at the New Station

2.1 In the circumstances where a Department allows special leave in accordance with policy 3.08 Special Leave section 7.1 at a convenient time within three months of the expected date of transfer (for bulk moves - see time limits in policy 9.14 General Removal Expenses section 3.3) to enable you and your dependants to search for accommodation at the new station, you are entitled to the following travel and subsistence/lodging allowance provisions.

Travel and Subsistence/Lodging Allowance Provisions

2.2 Travelling expenses for you, your partner and dependants (if any) if they accompany you, will be paid at the rate appropriate to your grade. At Departmental discretion air travel may be allowed as an alternative to surface travel to increase the time available to search for accommodation if the journey is a long one; but reimbursement must not exceed the amount that would have been paid in fares had the journey been made overland. (This provision applies only to journeys between air terminals in the UK.)

2.3 Payment of travelling expenses for a preliminary visit does not reduce the entitlement of an officer with dependants to free passes.

2.4 Subsistence allowance is payable for up to 4 nights at the new station, and for the journeys to and from the new station, in accordance with the normal rules as follows:

- a. You: full subsistence allowance
- b. Partner: 2/3 subsistence allowance (unless your spouse makes the visit in place of you when full allowance is payable);
- c. child over 12 years: 2/3 subsistence allowance;

- d. child up to 12 years: 1/2 subsistence allowance.

2.5 Departments may, at their discretion, allow more than one visit to the new station and within a limit of 5 days' special leave, but total reimbursement of travelling and subsistence allowances made to you, your partner and dependants must not exceed the amount which would have been paid in respect of a single 5-day visit. Travelling expenses at the new station incurred whilst searching for accommodation during the special leave and adjoining weekends may be reimbursed. Payment will be the actual cost of mileage travelled up to a maximum of 1,000 miles of travel by car at the public transport rate of motor mileage allowance, or the actual cost of travel by public transport within that cost. No additional payment will be made in respect of passenger supplements when calculating the cost of 1,000 miles of travel at the public transport rate of motor mileage allowance. You must certify that the expense in searching for accommodation was necessarily incurred.

Reconnaissance Visit to Dispersal Station

2.6 In the circumstances where a Department allows special leave in accordance with policy 3.08 Special Leave section 7.1 to enable you to undertake a reconnaissance visit to a dispersal location, the following allowances are payable. The visit is usually made in a party organised by the Department.

2.7 Travelling expenses between home and the dispersal area will be paid for you and your dependants.

2.8 Subsistence allowance is payable for a visit of one night's absence, or two nights if the dispersal location is a long way away, in accordance with section 2.4.

2.9 If your partner is also a Civil Servant, but is employed by a Department other than the one involved in dispersal, employing Departments may reimburse your partner such travel and subsistence allowances as are not defrayed directly by the dispersing Department.

Cancellation of Transfer

2.10 In the circumstance where, following formal notice of transfer, you visit the new station and at your initiative the transfer is subsequently cancelled, abortive expenses incurred may be reimbursed within the permitted scale, at Departmental discretion, if your grounds for refusing the transfer are accepted as being reasonable.

Moving Household in Advance of Transfer

2.11 If your household is moved at public expense to the new station in advance of your own transfer, the following allowances may be payable.

2.12 If you move with your dependants or join them after they have moved, you may be reimbursed the difference between the fares from the respective homes at the old and new stations to the office at the old station (within the limit of the appropriate rate of lodging allowance) up to the date of transfer, and for a maximum period of 3 months (see policy [9.14 General Removal Expenses](#) section 3.3 for the time limits for bulk moves). (See also section 4.10.)

2.13 If you do not move with your dependants and remain at the old station you may be paid lodging allowance until such time as you join your dependants. The maximum period of payment is 3 months (see policy [9.14 General Removal Expenses](#) section 3.3 for the time limits for bulk moves). Payment cannot extend beyond the date of transfer. (See also section 4.10.)

3 Travel and Subsistence Provisions after Transfer but before Removal of Household

3.1 In the circumstance where no preliminary visit was made by you or your partner to the new station before the date of transfer and special leave is granted under the provisions of policy [3.08 Special Leave](#) section 7.1, travelling expenses at the new station incurred whilst searching for accommodation may be reimbursed in accordance with the provisions in section 2.5. No other travelling expenses, and no subsistence allowances, are payable to you.

3.2 Your partner (and dependants if they accompany your partner) may be paid travelling expenses under the terms of section 2.2 and your entitlement to subsistence allowance if your partner visits the new station to search for accommodation.

3.3 If a preliminary visit was made by either you or your partner and your partner visits the new station to search for accommodation or to inspect accommodation found by you, your partner (and dependants if they travel as well) may be reimbursed as in section 3.2 but the subsistence allowance is limited to 4 nights at 2/3 night subsistence allowance.

3.4 Departments may, at their discretion, allow more than one visit to the new station by your partner and dependants but total reimbursement must not exceed what would have been paid for one 5-day visit.

3.5 When no claim has been made for reimbursement of travelling and subsistence expenses under 2.1 to 3.4, officers with dependants should be paid an incidental expenses grant of £5 as a contribution towards expenses connected with their search for accommodation at the new station, except when they do not need to seek fresh accommodation, for example if they return to a former station where they can re-occupy their previous home.

3.6 If you are without dependants you may be paid a grant as in 3.5 above provided:

- a. you were householders at the old station or maintained your own establishment there for which the charge included rent only; and

- b. you occupy similar accommodation at the new station within 6 months of the date of transfer.

3.7 Travelling and subsistence allowances may be paid at Departmental discretion as in section 3.2 provided the accommodation which you have designated as permanent is not the same as that you were occupying while on detached duty terms.

3.8 Where you have dependants, are serving on detached duty and you opt for permanent transfer terms and your partner makes a visit to the new station, you may be paid night subsistence allowance for up to 30 nights provided you have not qualified for a rent allowance for accommodation secured before transfer (see 9.15 Refunds of and Assistance with Expenditure on Removal sections 1.1 to 1.3). Absences from the new station while night subsistence is being paid do not entitle you to a fresh 30 night entitlement and should not be included in the calculation of the date on which your entitlement is exhausted except under the terms of policy 9.13 Subsistence Allowances section 6.4.

3.9 If you have not obtained accommodation before transfer and are searching for accommodation at the new station you may receive subsistence allowance under the same conditions as set out in 3.8 above.

Incidental Expenses Grant

3.10 When no claim has been made for reimbursement of travelling and subsistence allowances in connection with a search for accommodation at the new station, you may - subject to the provisions of sections 3.5 and 3.6 - be paid an incidental expenses grant of £5.

Compulsory Transfer of Married Couple

3.11 Where you are compulsorily transferred to the same duty station with your partner the following allowances are payable.

3.12 If one is transferred before the other, night subsistence allowance is payable until you are re-united. Thereafter subsistence entitlement is governed by the provisions of sections 3.12 and 3.13 below.

3.13 If you are a householder, are joined by your dependants in a hotel whilst you are in receipt of night subsistence allowance and looking for accommodation, you may continue to receive night subsistence allowance for up to 30 nights or until other accommodation at the station is occupied, whichever is earlier; lodging allowance is not then payable.

3.14 If your partner is also a Civil Servant and is compulsorily transferred with you, your partner may receive two-thirds of your allowance until the entitlement to night subsistence is exhausted.

An Officer's Dependants Remaining at the Old Station

3.15 In the circumstance where your dependants remain at the old station as a separate household the following provisions apply.

3.16 If you have dependants and travel daily between the old and new stations instead of residing at the new station you may be reimbursed excess travelling expenses. Reimbursement should not exceed the nightly amount of lodging allowance which would otherwise have been due if you resided at the new station. Payment is subject to the same conditions as those for lodging allowance detailed below except that if you have dependants and are transferred within 3 years of the minimum retiring age you will not be required to satisfy the Department of an intention to move to the new station. The allowance should be reassessed following any change in fares at either the old or the new station.

3.17 Lodging allowance is payable to you if you have dependants when you have exhausted your entitlement to night subsistence allowance, provided you can satisfy your Department at regular intervals that - having regard to the general availability of accommodation in the area suitable to your dependants' needs and within your means - you are making such efforts to obtain it as will justify the continued payment of the allowance. Payment will cease at any time if the Department is not satisfied with your efforts in this respect, though payment may exceptionally continue at Departmental discretion for up to 3 months if you stop looking for accommodation because of an impending further compulsory permanent transfer which attracts payment of removal expenses. Payment of lodging allowance cannot extend beyond the third anniversary of the date of transfer in the case of a householder, or beyond the first anniversary in the case of a non-householder, without Department of Finance and Personnel authority.

Householders without Dependants Commuting to New Station

3.18 If you are a householder without dependants who travels daily to the new station whilst negotiating the sale of your house, the following travel provisions apply.

3.19 A householder without dependants who travels daily between the old and new stations instead of residing at the new station may be reimbursed excess travelling expenses. Reimbursement should not exceed the rate of continuing commitments allowance which would otherwise have been due if you resided at the new station. Payment to you is limited to a maximum of 12 months and is subject to you satisfying the Department at regular intervals that you are making such efforts to obtain permanent accommodation as will justify the continued payment of the allowance. Payment will cease at any time if the Department is not satisfied with your efforts in this respect, though payment may exceptionally continue at Departmental discretion for up to 3 months if you stop looking for accommodation because of an impending further compulsory permanent transfer which attracts payment of removal expenses. If you are a householder without dependants who is transferred within 12 months of the minimum retiring age you will not be required to satisfy the Department of an intention to move to the new station.

Moving Dependants to Location at neither Old nor New Station

3.20 If you have dependants, move your dependants to a location other than at the old or new station and the Department is satisfied that no suitable house, furnished or unfurnished, can readily be found for them at the new station, the following subsistence/lodging provisions apply.

3.21 Lodging allowance is payable subject to regular Departmental review. Department of Finance and Personnel authority for continued payment to a householder with dependants is required after the second anniversary of the transfer. Payment to a non-householder with dependants may also be made but for no longer than 12 months.

The following conditions must be met:

- a. the dependants have been separated from you by the transfer;
- b. you are maintaining your dependants as a separate household (even if staying with relatives); and
- c. you certify that a search for a home at the new station will continue.

3.22 Where the rent at the place to which your dependants have moved is less than that paid immediately before transfer, lodging allowance should be reduced by the amount of saving on rent.

3.23 Where your dependants are not maintained as a separate household, the allowance payable should be restricted to two-thirds of lodging allowance.

4 Travel and Subsistence during Removal

Superintending the Removal

4.1 Where you have dependants and return to the old station to superintend the removal of furniture and effects, the following travel and subsistence/lodging allowance provisions apply.

4.2 Travelling expenses are payable at the rate appropriate to your grade.

4.3 Subsistence allowance is payable as follows:-

- a. day subsistence (see Handbook section “Travel and Subsistence”, policy 9.13 Subsistence Allowances); and
- b. night subsistence for one night when less than 3 days’ special leave with pay is granted for the return visit and up to 2 nights if 3 days’ special leave with pay is granted. The allowance is not payable if you use or could have used accommodation you occupied at the old station, or stay with relatives.

4.4 In the case of a householder without dependants returning to the old station to superintend removal, the provisions at 4.3 apply. The return visit counts as one free pass under policy 9.03 Concessionary Travel section 5.3.

4.5 Where partners are permanently transferred to the same station return to the old station to superintend removal, travelling expenses are payable in accordance with the higher grade. Subsistence allowance is payable as at section 4.3 above except that the total payment to the couple equates to one and two-thirds times the subsistence allowance of someone travelling alone. Your partner is entitled to the full rate specified under 4.3 if they go on your behalf.

The Journey from Old to New Station on Removal

4.6 The travel and subsistence/lodging allowance provisions for the journey from the old to the new station on removal are as follows:

4.7 The cost of travel may be reimbursed in respect of:

- a. you;
- b. your partner and other dependants who normally live with you;
- c. any child under the age of 21 who though not a dependant, moves to the new station as a result of your transfer;
- d. up to 2 domestic staff employed (including nurses).

4.8 Reimbursement will be at the rate appropriate to your grade and in accordance with the class of travel adopted, but fares for domestic staff should be paid for at 2nd class rates unless the domestic is in charge of small children (or an invalid) travelling at 1st class rate. You should certify that a domestic is a bona fide domestic member of the household. Taxi fares may be refunded when the use of a taxi is necessary. The travelling expenses claim should show the ages of the children and the relationship between you and each person for whom a claim is being made.

4.9 If the duration of the journey qualifies for subsistence allowance under the normal rules it should be paid as follows:

You:	Full Subsistence Allowance
Your partner)
Each child over 12 years and other adult members of the family) Two-thirds Subsistence Allowance
Each child up to 12 years) Half Subsistence Allowance

4.10 These provisions at sections 4.7 to 4.9 also apply if, having been officially notified of the transfer, you move family and furniture to the new station in advance of the transfer (see section 2.1).

Impracticality of Immediate Occupation of New Home

4.11 If you are householder with dependants accompanying your dependants to the new station either at the time of transfer or after returning to the old station to superintend removal, have temporarily to occupy hotel or furnished accommodation with your dependants because the furniture is in transit or because immediate occupation of the new home is not practical, the following subsistence allowance provisions apply.

4.12 Night subsistence allowance is payable in accordance with section 4.9 above for up to 3 nights if you and your dependants stay at a hotel or temporary furnished accommodation. If the furniture is delayed in transit and temporary accommodation is necessarily occupied for more than 3 nights, night subsistence allowance may continue to be paid at Departmental discretion.