

A.5 Travel & subsistence

We don't cover the cost of travel to and from your normal place of work. If we occasionally ask you to travel elsewhere as part of your job we will pay the normal public transport rate to and from these locations. Any other form of transport will need to be agreed with your line manager in advance of the journey.

If we agree to your using your own car to travel on business we will have you sign a form confirming that your insurance policy covers this type of activity. We don't provide help with the cost of motor insurance or with the cost of car purchase and any mileage allowance we pay will always mirror the current Inland Revenue Fixed-Profit Levels — thus ensuring we can pay you this without tax or national insurance deductions.

For longer journeys and/or overnight stays we will discuss the arrangements with you before you leave. Any hotel bills and incidental expenses you have to pay whilst out on business need to be supported by a receipt before we can consider reimbursing you. Check the policy for the limits we have set.

If we ask you to move to a new permanent base we will discuss any travel implications with you.