



# claimable expenses

## 1. Subsistence

If you incur any meal costs while working at a temporary workplace which entitles you to claim £10 per day on ten hours a day excluding travelling time.

Working more than 10 hours in any day, excluding travelling time and breaks, you can claim up to £15 per for meal cost.

Staying overnight in a hotel you can claim up to £5 for breakfast, £12 for your evening meal, £8 for lunch.

We do require receipts and receipt can be of a greater value than the allowance value but we can only use up to the allowance value.

## 2. Travel

Travel by rail, bus and air travel cost to and from home to your place work. We do require receipts.

## 3. Mileage

Rates for	10,000 miles	10,000+ miles
Motor Cars	40p/mile	25p/mile
Motorcycles	24p/mile	24p/mile
Bicycle	20p/mile	20p/mile

## 3. Parking

Parking meters and charges. We do require receipts.

## 4. Accommodation

Accommodation in London - £90 • Accommodation outside London - £70

## 5. Receipts (incidental)

In addition to the accommodation and breakfast cost, you are also granted a further £5 per night, personal incidental expenses.

## 6. Office stationery

£35 per month for office stationery, postage and consumables used wholly, necessarily and exclusively in the performance of your duties.

## 7. Professional subscriptions

Examples of subscription that can be claimed:

- Institute of Analyst and Programmers
- Institute for the Management of Information Systems
- Society of Information Technology

We need receipts.

## 8. Eyesight Tests

The cost of the annual eyesight test can be claimed. Your eye test must carried out by a qualified optician with receipt for the provision of the test.

## 9. Apparel

Work boots, overalls etc.