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Annex I Travel and Subsistence (T&S)

The rates applicable to the Lessons contract have been aligned with Authority Policy (MoD Business Travel Guide) to ensure they are fair and reasonable. Value for Money (VfM) must be a guiding principle for all T&S claims. This includes the following:

- Using Mess accommodation which offers the greatest VfM to the Authority.
- Choosing the best VfM means of transport, taking into account potential subsistence
- Choosing the hotel offering the best VfM and selecting the cheapest suitable room
- Selecting the cheapest option when booking bus or rail tickets.

The Authority shall reimburse the Contractor for T&S costs retrospectively, monthly and to the value agreed prior to the commencement of the Ord travel. All reimbursements will be based on actuals and must be supported by receipts which are to be kept for two years for the purposes of audit by the Authority.

Any changes to a T&S claim must be agreed by the Authority. The rates which shall apply to the Lessons contract are detailed in the table below. The rates provided reflect the current charges which may be subject to change during the term of the contract e.g. Mess rates. The Authority will inform the Provider if there is a change to MoD Policy (Business Travel Guide)

Accommodation		
Mess Accommodation	Mess accommodation offers the best VfM to the Authority and is to be used when available.	Mess Accommodation is provided by the Authority. Contractors will be expected to pay Mess Subscriptions (see below), payable upon arrival. This is a reimbursable expense.
Hotel Accommodation	In the first instance the Provider must seek mess accommodation. Where this is not available (and non-availability is evidenced), hotel accommodation within the MoD cap rate based on the area may be claimed.	Hotel cap rate of £75 per night in Swindon area. Actuals with receipts
Subsistence		
Accommodated in Mess	Contractors accommodated in the Mess are expected to eat meals in the Mess. Lunch is not a reimbursable claim Reimbursement will be based on the published Mess meal rates. Rates included here reflect those which are currently charged. If a contractor chooses to dine elsewhere, meal rates will not be reimbursed by the Authority Mess subscriptions (Mess Subs) to include use of laundry facilities,	Breakfast £3.05 Dinner £5.56

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	gym and access to newspapers will be reimbursed	Mess Subs £0.65 per night
Contractors accommodated in hotel	Contractors accommodated offsite are able to claim subsistence in line with MoD Policy. Lunch is not a reimbursable claim Dinner can only be claimed when staying overnight Alcoholic beverages may not be claimed All claims are based on actuals and supported by receipts	Breakfast (up to) £10 (if not included in hotel rate) Dinner (up to) £25 Actuals with receipts
Travel		
Private Vehicle	Mileage claims will be evidenced by postcode verification using AA route finder. The shortest route paid only, unless this attracts extra transit costs e.g. congestion charges.	£0.45ppm
Rail	The costs reimbursed shall be based on the actual costs for standard rail fare If a contractor chooses to purchase other tickets (e.g. first class), any costs in excess of the Standard Rail Ticket price shall not be reimbursed by the Authority.	Actuals with receipts
Bus/Coach	Only Standard Bus/Coach Tickets will be reimbursed If a contractor chooses to purchase other tickets (e.g. first class), any costs in excess of the Standard Bus/Coach Ticket price will not be reimbursed by the Authority	Actuals with receipts
Taxi	In general taxis are not to be used and costs will not be reimbursed. In exceptional cases and where no alternative exists, a taxi fare journey may be reimbursed. The request to use a taxi is to be identified within the Tasking Order Form and agreed in advance by the Authority POC	By exception only-actuals with receipts
Plane	Economy Class must be chosen for all air travel.	Actuals with receipts

In extenuating circumstances, and by exception only, the Authority may approve and reimburse T&S claims which do not comply with the terms outlined above. Any requests for exceptions should be presented to the Authority in advance of the expense being incurred. Exceptions will be considered on a case-by-case basis and the Authority decision will be final.