

## Burton Hospitals NHS Foundation Trust

### Staff allowances and expenses

#### Mileage Allowances

The standard mileage allowances shall be paid to employees who use their own vehicles for official journeys.

1. Public transport rate = 24p per mile
2. Regular user allowance - Cars

<b>Engine Capacity</b>	<b>Up to 1000cc</b>	<b>1001 to 1500cc</b>	<b>Over 1500cc</b>
<b>Lump Sum</b>	£508	£627	£760
<b>Up to 9000 Miles</b>	29.7p per mile	36.9p per mile	44.0p per mile
<b>Thereafter</b>	17.8p per mile	20.1p per mile	22.6p per mile

3. Standard Rates

Cars:

<b>Engine Capacity</b>	<b>Up to 1000cc</b>	<b>1001 to 1500cc</b>	<b>Over 1500cc</b>
<b>Up to 3500 miles</b>	37.4p per mile	47.3p per mile	58.3p per mile
<b>Thereafter</b>	17.8p per mile	20.1p per mile	22.6p per mile

Motor cycles:

<b>Engine Capacity</b>	<b>125cc</b>	<b>Over 125cc</b>
<b>Up to 5000 miles</b>	17.8p per mile	27.8p per mile
<b>Over 5000 miles</b>	6.7p per mile	9.9p per mile

Pedal cycles:

For local agreement, subject to a minimum of 10p per mile.

## **Passenger allowance**

Where other employees or members of an NHS organisation are conveyed in the same vehicle on NHS business and their fares would otherwise be payable by the employer, passenger allowances at the rate below shall be paid.

Each Passenger = 5p per mile

## **Journeys between home and headquarters or place visited**

Employees who are based at a designated headquarters shall be paid the regular user, standard rate or public transport rate as appropriate, limited to the distance which would have been travelled if the journey had started and finished at the designated headquarters, or the distance actually travelled if less.

Employees who are based at home for mileage purposes shall be paid the regular user, standard rate or public transport rate as appropriate for all journeys by the most direct route from their home to all places necessarily visited on duty and back to their home.

## **Other Allowances**

Reasonable allowances such as car parking fees and public transport tickets can be claimed back.

## **Subsistence allowances**

The purpose of subsistence allowances is to reimburse staff for the necessary extra costs of meals, accommodation and travel arising as a result of official duties away from home.

- 1. Night Allowance: first 30 nights**  
Actual receipted cost of bed and breakfast up to a maximum of £55.00
- 2. Meals Allowance**  
Per 24 hours period: £20.00
- 3. Night allowances in non-commercial accommodation**  
Per 24 hours period: £25.00
- 4. Night allowances: after first 30 nights**  
Married employees and employees with responsibilities equivalent to those of married employees.  
  
Maximum amount payable: £35.00  
  
Employees without responsibilities equivalent to those of married employees and those staying in non-commercial accommodation  
  
Maximum amount payable: £25.00
- 5. Day Meals Subsistence Allowances**  
  
Lunch Allowance (more than five hours away from base, including the lunchtime period between 12:00pm and 2:00pm) £5.00  
  
Evening meal allowance (more than ten hours away from base, including the lunchtime period between 12:00 to 2:00pm) £5.00  
  
Evening meal allowance (more than five hours away from base and return after 7:00pm) £15.00
- 6. Incidental Expenses Allowance (this allowance is subject to a tax liability)**  
  
Per 24 hour period: £4.20
- 7. Late Night Duties Allowance (this allowance is subject to a tax liability)**  
  
Per 24 hour period: £3.25

## **Removal Expenses**

### **Scale of Reimbursement**

Reimbursement of removal expenses will be limited to a percentage of the individual employee's base commencing salary, determined by the following criteria:

- Moves from and to furnished accommodation, reimbursement of expenses restricted to a maximum 5%
- Moves from and to unfurnished accommodation, reimbursement of a expenses restricted to a maximum 10%
- Moves from rented to owner occupied accommodation, reimbursement of expenses restricted to a maximum 15%
- Moves from and to owner occupied accommodation, reimbursement of expenses restricted to a maximum 20%
- Staff appointed on a fixed term contract or for a temporary period for one year or less, will not be eligible for reimbursement of removal expenses.
- The maximum amount payable in removal expenses, non taxable is £8000 any payments over £8000 would be taxed at source.
- Where temporary accommodation is taken up to the date of the move, the Trust will reimburse the rental in full up to the following maxima:  
Single: £100 per week    Married: £150 per week
- Junior Medical Staff are entitled to claim the removal of their effects and expenses for taking up their post only upon receipts of 3 quotes from removal firms.

**Arrangements for Ancillary Staff to claim free meal allowance when asked to work overtime without notice**

With immediate effect all ancillary staff will be entitled to an allowance of £2.00 inclusive of VAT and Tax.

**Conditions of payment**

Employees will be able to claim when they arrive to work and are asked to work overtime without notice.