



SUBSISTENCE ALLOWANCES

Approved by Tynwald

19 March 2013

Coming into operation

1 April 2013

SUBSISTENCE ALLOWANCES

The following subsistence allowances shall be payable to Members of Tynwald, Officials, members of the Isle of Man Civil Service and other such persons as the Treasury may direct in respect of absences on official business.

ABSENCES WITHIN THE ISLE OF MAN

1. Meal Allowances

One	Two
Meal	Meals
£6.70	£13.40

- (a) The allowance for one meal shall only be payable if the person concerned is not only away from his/her usual (designated) place of duty for over five hours (eg, leaves before 11.00 and returns after 16.00) but is also at least five miles away from this place.
- (b) To qualify for two meals the person concerned must be absent on duty more than five miles from his/her normal place of work for over 10 hours.
- (c) The allowance should **not** be paid to persons whose duties require them to travel away from their normal place of work on a regular basis, persons with no fixed work base or to persons who work from home.
- (d) The maximum claim per meal is £6.70 subject to a maximum claim in any 24 hour period of £13.40.

Note: This allowance is intended to compensate officers who, unexpectedly and with little notice, have to travel away from their normal base of operation and are unable to return to follow their normal meal arrangements. It is not intended to supplement the pay of those officers who in the normal course of their duties regularly travel.

ABSENCES FROM THE ISLE OF MAN

2. Allowances for Training Courses

(where food and accommodation are provided as part of the Training package)

First 7 days	£10.00 per day
Thereafter	£7.00 per day

(If food is not provided then an additional sum of £25 per day should be allowed to each officer).

3. Allowances for Same Day Returns

Where the claimant leaves the Isle of Man and returns on the same day, the following allowances will be payable:

1. If travelling before 1200 hours and return is prior to 1900 hours, then an allowance of £12 can be claimed for lunch;
2. If travel is before 1200 hours and arrival back on the Isle of Man is later than 1900 hours, then a further £23 can be claimed to cover the cost of an evening meal.

Therefore, the maximum sum that can be paid to a claimant leaving and returning to the Island on the same day is £35.

4. Daily Allowances (24 Hours)

These rates are to cover a 24 hour period of absence from the Isle of Man and provide for accommodation, breakfast, lunch, dinner and other incidentals. It is based on the premise that accommodation with a breakfast is provided and that an allowance of £12 is made for lunch, £23 for an evening meal and £3 for incidentals:

Lower Rate

First 7 days	to a maximum of	£120.00	per day
Thereafter	to a maximum of	£ 93.00	per day

Higher Rate

First 7 days	to a maximum of	£165.00	per day
Thereafter	to a maximum of	£121.00	per day

Notes:

- (a) The cost of accommodation and meals/incidental allowances must not exceed the maximum daily allowance in paragraph 4, unless authorisation has been provided in exceptional cases to claim above those rates – see note (f) below.
- (b) Should the total cost of accommodation and meal/incidental allowances fall below the maximum allowance in paragraph 4, then claim should be restricted to the actual costs of accommodation and meal/incidental allowances. See Example 1 below for clarity.
- (c) The higher rates apply to the metropolitan area of London, (all areas within the boundary of the M25 motorway) Heathrow and Gatwick airports, the Channel Islands,

the Republic of Ireland and any country outside the British Isles, otherwise the lower rate applies.

- (d) Hotel accommodation including breakfast should be pre-booked whenever possible via the Government's contracted travel agents and the hotel receipt must be produced to determine the entitlement of additional subsistence for a claimant.
- (e) If hotel accommodation is not pre-booked, claimants must produce evidence to support their claim in the form of a receipted hotel invoice. Only the bed and breakfast element of the invoice should be reimbursed and **not** incidentals such as drinks, telephone calls etc.
- (f) If exceptionally the cost of hotel accommodation is likely to exceed the above limits, the approval of the Accounting Officer, or an officer authorised by the Accounting Officer, must agree the additional expenditure **prior** to the visit being undertaken and that decision should be recorded for audit purposes.
- (g) Where accommodation is provided on a "bed and breakfast" basis, subsistence allowances **up to a maximum** of £38 can be claimed. This has been calculated as £12 for lunch, £23 for an evening meal and £3 for incidentals. (The £3 for incidentals is only payable for each overnight period the claimant is absent and is intended to cover the cost of a phone call home, a newspaper and a late evening beverage such as tea or coffee). The incidentals allowance is not payable where claimants leave and return to the Island on the same day.
- (h) Where accommodation is provided on a "room-only" basis, a breakfast allowance of £8 per day will apply subject to the maximum 24 hour subsistence allowance (see paragraph 4) not being exceeded. The maximum subsistence allowance payable on a "room only" basis therefore totals £46 (made up of the breakfast allowance and meal/incidental allowances described in note (g)). Note that the £8 breakfast allowance does not apply where accommodation is provided on a "bed and breakfast" basis. See example 4 for clarity.
- (i) The daily allowance to all claimants will be reduced if any meal is provided (other than breakfast when accommodation is provided on a Bed and Breakfast basis). If bed, breakfast and evening dinner were provided then the maximum allowance should not exceed £15 to cover lunch and incidentals. If all meals were provided the maximum allowance per 24 hour period would be £3 for incidentals only.
- (j) If any claimant wishes to stay with friends or relatives and is therefore unable to provide a receipted invoice for bed and breakfast then the maximum amount claimable, **including subsistence and incidentals** is £50 per 24 hour period of absence.
- (k) A claimant returning to the Isle of Man after spending at least one night off the Island may also be entitled to the allowances specified in Paragraph 3. should the period of absence be longer than 24 hours (see example 5. below).

Examples for basis of claims

1. Claimant 1 stays in a hotel in London and is charged £120 for bed and breakfast. The maximum claim (including daily subsistence) will be £158 for each 24 hour period (£120 plus £38 subsistence).

2. *Claimant 2 stays in a hotel in London and is charged £150 for bed and breakfast. The maximum claim (including daily subsistence) will be £165 for each 24 hour period (£150 plus £15 subsistence). Note in this case, the daily subsistence rate is limited to £15 unless the claimant was previously authorised to exceed the limit as shown at paragraph 3(d) above.*
3. *Claimant 3 stays in a hotel in London and is charged £150 for **room only**. The maximum claim (including daily subsistence) will be £165 for each 24 hour period (£150 plus £15 subsistence). Note, as with example 2, the daily subsistence is limited to £15. No further allowance is allowable for breakfast.*
4. *Claimant 4 stays in a London hotel and is charged £100 for **room only**. The maximum claim (including daily subsistence) will be £146 for each 24 hour period (£100 plus £46 subsistence). Note in this case, the subsistence allowance includes a breakfast allowance of £8.*
5. *An officer leaving the Island before noon and returning at 1930 hours the following day would be entitled to the following allowances subject to the relevant daily accommodation costs not being exceeded:*

	B&B	Room only
Lunch day 1	£12	£12
Evening meal day 1	£23	£23
Incidentals day 1	£3	£3
Breakfast day 2	n/a	£8
Lunch day 2	£12	£12
Evening meal day 2	£23	£23
	<u>£73</u>	<u>£81</u>

The above allowances are payable provided the following maximum daily accommodation charges are not exceeded:

	B&B	Room only
Lower rate	£82	£74
Higher rate	£127	£119

5. Domestic Travel (within British Isles and Ireland) and Worldwide Travel (beyond British Isles and Ireland)

- (a) **Prior written approval** must be obtained for all official travel from the Island as follows:
 - (1) Domestic Travel (within British Isles and Ireland) – the Accounting Officer, or other senior officers authorised by the Accounting Officer;
 - (2) Worldwide Travel (beyond British Isles and Ireland) – the Accounting Officer. If the Accounting Officer is the intended traveller, then the prior approval of the Minister or Board must be obtained and the decision minuted.
- (b) The authorised classes of air travel are as follows:

Scheduled Flying Time up to 4 hours

All business travel where the scheduled flying time is up to 4 hours, the traveller is authorised to travel in Economy Class only.

Scheduled Flying Time over 4 hours

All business travel where the scheduled flying time is more than 4 hours, the traveller may travel Business Class. (Departments are not obliged to support this class of

travel and may apply discretion dependent upon the circumstances of each case). Exceptions to this are where the traveller may arrive at the destination more than 24 hours ahead of any scheduled business needs, in which case the class of travel will be Economy Class.

Note: If the Minister or Board, when approving the travel, consider an exception to the authorised class of travel to be appropriate, the reasons for that decision should be minuted.

- (c) Separate arrangements may be needed for foreign trips where it is not possible to restrict expenditure to the maximum allowances in paragraph 4. In such cases, the Minister or Board should, wherever possible, agree the hotel costs prior to travel and that decision should be minuted. Subject to this approval, reimbursement of meal and incidental costs will then be paid on an actual expenditure basis (invoices and/or receipts should be produced in support of claims).

MADE 13TH FEBRUARY 2013

W E TEARE
Minister for the Treasury

EXPLANATORY NOTE

(This Note is not part of the Circular)

This Circular sets out revised rates of subsistence allowances in respect of absences on official business and replaces the previous Government Circular No. 54/07 which was approved by Tynwald on the 16 October 2007. The increases are broadly in line with inflation.

In addition, technical changes to the Circular have been incorporated as approved by Treasury during previous reviews. These include the removal of the £45 per day CPA allowance, the introduction of the £8 breakfast allowance for "room-only" hotel tariffs and the removal of the phrase "including all European Destinations" for "Scheduled Flying Time up to 4 hours".