

India

Meal allowances (flat rates):

A flat rate meal allowance will be paid to project members who have had to buy a meal while travelling away for project work. This amount is dependent on the place of stay and is a flat rate that covers all elements of each meal. No receipts are required to be submitted with the claim for the meal allowance however a valid proof of travel and stay is essential.

In circumstances where meals are served during air or train journey and meals served are proportioned as part of the air or rail ticket procured, members may not claim that meal component.

(Under exceptional circumstances when members for reasons of health find such meals unsuitable during the course of the journey then they may claim an alternate restaurant meal against proof of actual costs incurred which should not exceed the respective meal allowance).

Under the travel policy cities in India have been categorised in to three main classes reflecting the class of hotels available as follows:

Category I: Delhi, Mumbai, Chennai, Calcutta, Bangalore

Category II: Ahmedabad, Baroda, Bhopal, Bhuvaneshwar Chandigarh, Cochin, Gauhati Hyderabad, Jaipur, Jamshedpur , Lucknow, Patna, Pune, Surat, Trivandrum, Nagpur and Goa

Category III: Other Locations

The meal rates for these cities are as follows:

	<u>Category I</u>	<u>Category II</u>	<u>Category III</u>
Breakfast	Rs 500	Rs 360	Rs 290
Lunch	Rs 750	Rs 600	Rs 400
Dinner	Rs 1250	Rs 730	Rs 580

Breakfast allowance is only payable where this is not included in the hotel rate. For overnight absences meal allowances are only payable for those meals that a member has to purchase and which have not been otherwise provided by another host.

Late dinner allowance

Late Dinner Allowance Rs 350

Late dinner allowance is payable to staff:

- required to do late duties away from the office and, as a result, have to buy a late dinner before returning home. It does not include staff working overtime in their normal workplace
- travelling from for e.g. Delhi and Chandigarh, who visit the other location on a day visit, and who return home before 2130 hours, provided absence from home has been at least ten hours. The allowance may also be claimed on the day of return for visits involving at least one overnight stay.

Personal Incidental Expenses (flat rate)

This rate is payable for all overnight absences. It is intended to cover incidentals incurred as a result of being away from home such as newspapers, laundry, private telephone calls etc. The same is not applicable for overnight flights.

Overseas visitors – £10

India staff and visitors – Rs 450

UK

Breakfast (if applicable):

If travelling before 6.30 am or if it's not provided by the hotel. The breakfast rate is a maximum of £5

Lunch (if applicable):

The lunch rate is a maximum of £8

Dinner (if applicable):

If staying overnight or if agreed with your Line Manager should you need to work late or you will be travelling and arriving home late i.e. after 9pm. The dinner rate is a maximum of £30

Please note you will be reimbursed to the amount you have actually spent. Lunch and dinner rates are interchangeable depending on local custom and tradition and to accommodate changes in the times of taking the main meal of the day.

Overnight Incidental Expenses

Domestic overnight Incidental Allowance of £5 per night may be claimed when someone is staying away from their normal place of work within the UK

International Overnight Incidental Allowance

An overnight Incidental Allowance of £10 per night may be claimed when staying away from your normal place of work and you have incurred a cost on incidental expenses

Accommodation rates guidance by city (local currency unless otherwise specified)

Edinburgh: £80 - £90

London: Maximum spend £150, although exceptions may be justifiable for health, well-being or security issues.

Manchester: £70 - £80

Elsewhere: £60 - £80