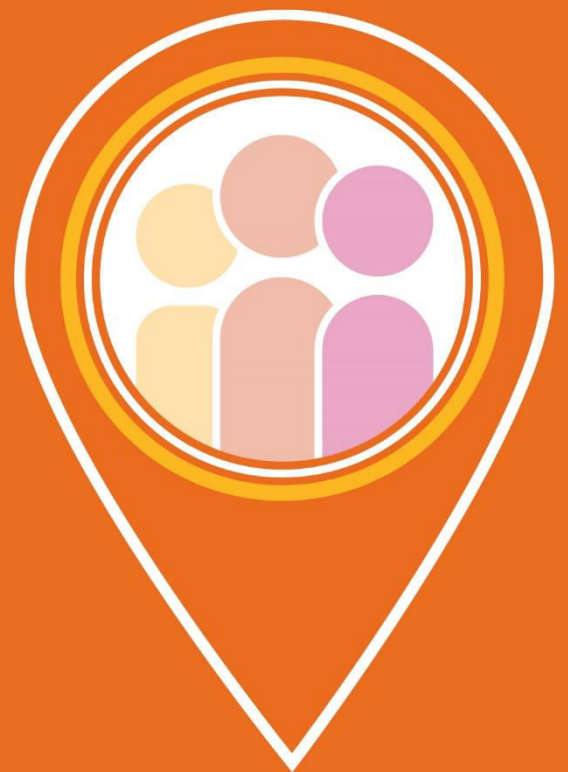




children's  
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# HR Allowances Policy



# Review Schedule

<b>Document Name/Title</b>	Allowances Policy
<b>Document Type</b>	HR Policy
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## 1. Allowances

CHS recognise and adopt the following allowances:-

### 1.1 Subsistence Rates

It is explicit that employees making claims for subsistence expenses will be required to certify that the claim is valid and that the relevant expenditure has actually been incurred. Employees must submit a relevant receipt for any such claims.

The agreed subsistence rates are as follows:

**Subsistence:**

Day Subsistence Rate – over 5 hours - £4.90

Day Subsistence Rate – over 10 hours - £10.70

Meal Allowance for 24 hours - £23.50

Subsistence allowances are payable to employees who are obliged because of their duties to take a meal away from their home or work base, thereby incurring additional expenditure. The circumstances must have made it unavoidable for them to spend more than they would normally have done, and claims should be authorised by the line manager.

Actual costs in excess of this may be authorised by the Line Manager/Director in exceptional circumstances.

CHS will not pay for the provision of, nor reimburse, the purchase of alcohol.

### 1.2 Overnight Stay Allowance

Overnight expenses will be reimbursed to employees who are required by their duties to stay away from home overnight. Employees can claim the amount they actually spend on bed and breakfast in a commercial establishment on the production of a receipt, up to a maximum of £80 per night (£100 in London), although actual costs in excess of this may be authorised by the Director/Line Manager in exceptional circumstances.

If an employee chooses the option to stay overnight in a non-commercial establishment/private house, CHS will reimburse the employee a flat fee of £25, which is a taxable element.