

Froebel Trust Travel and Subsistence allowances

Travel

Reimbursement of travel expenses is based on second class or economy fares, with reduced price tickets where possible.

Travel by car will be reimbursed at 45p per mile.

Please obtain receipts and submit attached to the claim.

Reimbursement of subsistence costs incurred

Subject to the provision of receipts, subsistence is payable on the following basis:

Between 5 to 10 hours up to a maximum of £ 10.00

Over 10 hours up to a maximum of £ 15.00

Overnight stays per 24H period up to a maximum of £ 175.00 inclusive of accommodation and meals.

If you choose to stay with friends and/or relatives when away on a trip, you are entitled to claim a flat allowance of £25.00 for each 24-hour period.

Reimbursement will not be made for alcoholic drinks as subsistence