

## Great Place Scheme Professional Development Bursaries Expenses Policy

Great Place Scheme bursaries can cover the cost of travel, accommodation and subsistence in relation to professional development activity in line with the points below:

### General Principles

To claim reimbursement of travel, accommodation and subsistence, you will need to complete a TDA claim form and provide receipts.

TDA has no obligation to tax any payments and we do not send in a return to HMRC for you at the end of the tax year. You are responsible for reporting to HMRC any income which you have received that is taxable and we would recommend that if you are in any doubt you contact HMRC.

### Travel

Travel costs will be reimbursed at the following rates:

- mileage at 45p/mile for cars, 24p/mile for motorbikes and 20p/mile for bicycles, on the shortest route from home to the destination. This is in line with the HMRC policy on untaxable allowances. A fuel receipt will need to be provided.
- the costs of public transport at face value on provision of receipts.

You are expected to research the most economic method of travel (e.g. travelling standard class, considering whether it is cheaper to purchase two single tickets instead of a return, etc.).

### Accommodation

Costs of overnight accommodation will be reimbursed where it is not practically possible for you to travel to and from the professional development activity if in a day.

The room rate must not exceed the limits detailed below. If accommodation cannot be sourced within these limits, prior written approval attached must be obtained from Torbay Culture.

	Maximum "Room Only" rate (inc. VAT)
Outside London	£80.00
London	£110.00

If the rate for the room includes dinner or breakfast, and this is detailed on the receipt, then the maximum amount claimable would be:

	Evening meal	Maximum "Room Only" rate	Breakfast	<b>Total amount claimable (inc. VAT)</b>
Outside London	£10.17	£80.00	£6.22	<b>£96.39</b>
London	£10.17	£110.00	£6.22	<b>£126.39</b>

\*the above rates include VAT

### **Subsistence**

We will reimburse the cost of food if you are participating in professional development activity that requires you to be away from home for more than 6 hours at a time or at normal mealtimes. We will reimburse at the following rates:

- Up to £6.22 for breakfast
- Up to £7.35 for lunch
- Up to £10.17 for evening meal

Claims for snacks and drinks must be claimed for within these allowances. Receipts for the meal will need to be submitted. Alcoholic drinks will not be reimbursed.