

Travel & Subsistence Scheme for Local Access Forum.

Introduction

The County Council's Travel and Subsistence Scheme for LAF is based on the County Council's own Travel and subsistence scheme and Regulations governing the operation of LAF.

The Scheme has been checked for compliance with Inland Revenue requirements. The Inland Revenue will determine the mileage rates in January each year and any changes to the scheme will apply from 1st April of the same year.

Travelling expenses will be paid for the most appropriate and economic method of travelling. Excessive or unnecessary journeys will be scrutinised and reimbursement may be adjusted accordingly. In line with the aims and objectives of the County Council's Travel for Work Plan, all forms of travel on Council business must be considered. Alternatives to single occupancy car use must be chosen wherever viable and practicable.

The County Council will reimburse public transport fares made for genuine trips on Council business.

LAF Members will also be reimbursed for the reasonable cost of caring for a dependant relative in order to enable Members to attend meetings. Cost must be agreed with the County Council before being incurred.

County Mileage Rates

Car 40p per mile

Motor cycle 24p per mile

Bicycle 20p per mile.

Claims should be made on the attached claim form and submitted as soon as possible to the Public Rights of Way and Access Team at the County Council.

Total expenses as above =

£	:
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Total amount claimed =

£	:
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