

Travel and subsistence

The Met Office travel policy is applied (if applicable) to any grants defrayed where travel and subsistence can be claimed under our grant funded programmes. Applicants need to be aware if grants are inclusive or exclusive of travel and subsistence and whether any exclusions apply within some programmes. This will be stated in the grant agreement under the fees section.

The policy, for ease for our applicants who may make a claim for travel and subsistence, is as follows:

1. Travel

- 1.1 Economy class air and standard class rail travel is allowed. Any travel in classes above economy or standard will only be reimbursed up to the cost of economy or standard.
- 1.2 Applicant personnel may use their own cars for journeys on official business. They must carry insurance for business travel.
- 1.3 Car hire may be allowed in certain circumstances but authority from the Met Office's Designated Representative is required in advance.
- 1.4 Taxi fares are allowed when their use is unavoidable and no convenient alternative means of public transport is available.

2. Claims relating to travel

- 2.1 Applicant personnel will be reimbursed for the costs of rail, air and car hire on production of receipted actuals.
- 2.2 Mileage in the applicant personnel's own vehicle is paid at the rate of 26.5p per mile.
- 2.3 Taxi fares may be claimed but should be supported by receipts wherever possible.

3. Subsistence

- 3.1 Applicant personnel may claim the receipted actual cost of bed and breakfast accommodation.
Note: accommodation in hotels up to and including 3 * rating is permitted.
- 3.2 In addition, a daily allowance of £25 per day is payable towards all meals and incidental expenses.
- 3.3 Overseas – the daily allowance when the applicant's personnel are working overseas is £30 per day.
Note: No receipts are required to support a claim for the daily allowance.
- 3.4 However, where, in support of the requirement, the consultant incurs expenditure in excess of the daily allowance such expenses may be reimbursed. Any claim must be supported by receipts and a fully detailed explanation as to why such expenses were necessary. Payment will only be made if the Met Office Designated Representative is satisfied that the expense was necessarily incurred.