

**These rates may be changed by the Trust, in consultation with the LNC and MSP.**

Expenses will be paid based on the following rules and guidelines:-

- There is currently no capped annual or daily allowance per person. Multiple claims are allowed within the overall entitlement of 30 days per 3 years (see above), provided a study leave application has been submitted and approved.
- The maximum allowance per study leave event is £750 including course fees, travel and subsistence. Consecutive days at the same venue and/or provided by the same organisation will be considered as one event (any exception to this must be approved by the DDME or PGMC Manager).
- The maximum subsistence allowances are £170 per full day in London and £140 outside of London, which includes up to £25 for food. Accommodation receipts must show the number of days stay. £25 per day is payable for staying at a friend's or relative's home. These allowances are for full days only. There is no allowance for ½ days.
- Travel outside the UK including flights will be authorised up to a maximum of £250.
- Private vehicle mileage allowance will be paid for at 30p per mile with an additional 2p per mile per passenger providing the passenger is from our trust and going to the same course or event.