

EMPLOYEE EXPENSES RATES

All employees will claim expenses in accordance with the [Comhairle nan Eilean Siar - Expenses Policy \(sharepoint.com\)](#).

All expenditure, with the exception of overnight subsistence accommodation with family and friends, is based on actual receipts up to the approved limits.

Itemised receipts are required for all expenses claims. VAT receipts are required for all mileage claims.

Mileage Rates

| All employees | Cars and vans (including EVs) | Motorcycles |
|---|-------------------------------|-------------|
| First 10,000 miles | 45p | 24p |
| Over 10,000 miles | 25p | 24p |
| Bicycles (up to a max 5 miles each way per journey) | 20p | |

Subsistence Rates – Meal Expenses

Details on eligibility is available within the [Expenses Policy \(sharepoint.com\)](#) at 3. Meal Expenses.

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|-----------|----------------|
| Breakfast | £10.00 maximum |
| Lunch | £15.00 maximum |
| Dinner | £30.00 maximum |

Overnight Accommodation

Arrangements for overnight accommodation should be made using the Comhairle's internal travel bookers, who will pay costs directly as set out in the [Comhairle nan Eilean Siar - Business Travel Policy \(sharepoint.com\)](#).

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|---|---------|
| Hotel in UK | £120.00 |
| Hotel in London or overseas/designated conference | £150.00 |
| Accommodation with family and friends (unreceipted) | £30.00 |

Miscellaneous Travel Expenses

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|---|--------------|
| Miscellaneous expenses (e.g. bus tickets, trams, etc) | Up to £25.00 |
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