

## ANGUS JOINT NEGOTIATING COMMITTEE FOR TEACHERS

Joint Secretary (Teachers' Panel)  
Mike Callaghan c/o EIS  
Angus Local Association  
310 Broughty Ferry Road  
Dundee DD4 7NU

Joint Secretary (Angus Council)  
Jim Hammond  
Service Leader  
Schools and Learning  
Angus House  
Forfar DD8 1AN

16 February 2023

Dear Colleague

### **AJNCT/25 (REVISED) TRAVELLING AND SUBSISTENCE EXPENSES**

This agreement was initially ratified in March 2008, amended in February 2020 and has now been revised to include reference to the council's Business Travel Policy.

This amendment to the local agreement was approved by the Angus Joint Negotiating Committee for Teachers at its meeting on 28 September 2022, and subsequently ratified by the Staffing Sub-Committee on 14 February 2023.

Yours sincerely

**JIM HAMMOND**  
**MIKE CALLAGHAN**

Joint Secretaries

Enc:

cc: Chief Executive  
Director of Education and Lifelong Learning and Chief Education Officer  
Director of HR, Digital Enablement and Business Support

**ANGUS COUNCIL – JOINT NEGOTIATING COMMITTEE FOR TEACHERS**

**TRAVELLING AND SUBSISTENCE EXPENSES**

**BUSINESS MILEAGE**

Business Mileage\* (all the mileage rates noted below are the maximum allowed by the Inland Revenue in any one year before tax becomes payable).

Business mileage (first 10,000 miles)	45p per mile
Business mileage (any miles in excess of 10,000 in any one year)	25p per mile
Supplement per passenger per mile carried for business purposes	5p per mile

\*Business mileage rates will apply to all business mileage, including that incurred in attending training courses.

Business mileage expenses are claimable in line with the council's [Business Travel Policy and Guidelines](#).

Car Lease

Any member of staff employed under teachers' conditions of service who is required to have access to a motor vehicle in the normal discharge of her/his duties will be eligible to participate in the Council's Car Leasing Scheme. The benefit payable is 10p per mile (no passenger supplement is payable).

"Excess" Travel

This allowance is payable to an employee if her/his place of work is changed and, as a result, additional expenditure is incurred in getting to and from work.

The allowance will be paid only if the claim is in excess of £5 per week and only the amount in excess of £5 will be reimbursed. These figures also apply where public transport is used instead of car travel.

Entitlement to an excess travel allowance will be for a period of two years, and the mileage rate payable will be 25p per mile.

Subsistence

Subsistence allowances will not normally be paid for expenditure within Angus unless in exceptional circumstances authorised by the Service Leader.

Out with Angus, expenditure on lunch and evening meal will be reimbursed upon production of a receipt subject to a maximum of £6.50 and £20 respectively. Reimbursement will only be made if there is a need to be out with the Council area for

a period of 4 or more hours (including the period 12 noon – 2.00pm for lunch and extending after 7.00pm for evening meal).

Teachers who are expected to attend evening meetings in Angus after 1900 will be entitled to claim a High Tea allowance of a maximum of £10 (payable on production of a receipt), in lieu of travelling expenses.