

## **TRAVEL AND SUBSISTENCE INDICATIVE RATES AND GUIDANCE 2017/18 (activities after the 1st October)**

### **1. Meetings at Western Avenue**

Visitors to the Western Avenue offices will be offered a free lunch/buffet and will not be eligible to claim lunch allowance.

### **2. Petrol Allowance**

Car Mileage Rates (General)

0-10,000pa miles	45p per mile
10,000pa miles+	25p per mile
Motorcycle rate	24p per mile
Bicycle rate	20p per mile
Delivery of scripts	30p per mile

You should ensure that your motor insurance policy covers you for business use.

### **3. Rail Travel**

In the case of travel by rail, payment will only be made in respect of standard class fare. Please book your own ticket <http://www.nationalrail.co.uk> and provide the ticket or a receipt with any claim form.

### **4. Subsistence not involving an overnight stay**

In the case of absence, not involving an absence overnight, from the usual place of residence.

Breakfast (before 7.30 a.m.)	£4.00
Lunch	£5.50
Tea (refreshments)	£4.50
Evening Meal (after 8.30 p.m.)	£14.00

NB: Alcohol will not be reimbursed.

### **5. Overnight Accommodation Policy**

For meetings, accommodation can be requested if your journey requires that you would have to leave your house before 7am or return home after 10pm and the meeting lasts more than three hours or if your one way travel mileage exceeds 100 miles or 2 hours. Please contact the WJEC with your request for accommodation, in the first instance. In the case of an overnight stay booked directly by yourself, actual costs will be paid (receipt required) up to a maximum of:-

Bed and Breakfast £65.00 (inc. VAT)  
or Bed, Breakfast and Evening Meal £79.00  
(inc. VAT)

WJEC will not reimburse the cost of alcohol and so please ensure that you pay for all such drinks on your departure.

All expenditure MUST be receipted and claimed within 60 Calendar days of being incurred, in order to obtain a reimbursement.

N.B. Please carefully consider your journey costs. Reimbursement of taxi fares (up to a maximum of £20) will only be considered in exceptional circumstances and with the express authorisation from WJEC and must be receipted.

## TREULIAU AC ARWEINIAD TEITHIO A CHYNHALIAETH 2017/18 (gweithgareddau ar ôl 1<sup>af</sup> Hydref)

### 1. Cyfarfodydd yn Rhodfa'r Gorllewin

Cynigir cinio/bwffe am ddim i ymwelwyr â swyddfeydd Rhodfa'r Gorllewin. Ni allant felly hawlio lwfans cinio.

### 2. Lwfans Petrol

Graddfa millitiroedd (Cyffredinol)

0 - 10,000milltir yf	45c y filltir
10,000milltir+ yf	25c y filltir
Cyfradd beic modur	24c y filltir
Cyfradd beic	20c y filltir
Danfôn sgriptiau	30c y filltir

Dylech sicrhau bod eich polisi yswiriant car yn cynnwys teithiau busnes.

### 3. Teithio ar drên

Os bydd rhywun yn teithio ar drên, telir yn ôl y raddfa safonol yn unig. Dylech brynu eich tocyn eich hun <http://www.nationalrail.co.uk> a chyflwyno'r tocyn neu dderbynneb gydag unrhyw ffurflen hawlio treuliau.

### 4. Cynhaliaeth nad yw'n cynnwys aros dros nos

Mewn achos o absenoldeb, nad yw'n cynnwys aros dros nos, o'r man preswyl arferol.

Brecwast (cyn 7.30 a.m.)	£4.00
Cinio	£5.50
Te (lluniaeth ysgafn)	£4.50
Cinio nos (ar ôl 8.30 p.m.)	£14.00

Ni ddylai taliadau treuliau CBAC gynnwys alcohol.

### 5. Polisi Llety Dros Nos

Ar gyfer cyfarfodydd, gallwch wneud cais am lety pe byddai angen i chi adael y tŷ cyn 7am neu ddychwelyd yno wedi 10pm er mwyn cwblhau'r daith a'r cyfarfod yn fwy na thair awr o hyd neu os yw'r millitiroedd i'w teithio un ffordd yn fwy na 100 milltir neu 2 awr. Cysylltwch â CBAC i wneud cais yn y lle cyntaf. Os ydych wedi trefnu eich llety dros nos eich hun, bydd y gwir gostau'n cael eu talu (rhaid cyflwyno derbynneb) hyd at uchafswm o:-

Gwely a Brecwast £65.00 (yn cynnwys TAW)  
neu Gwely, Brecwast a Chinio Nos £79.00  
(yn cynnwys TAW)

Ni fydd CBAC yn ad-dalu cost alcohol felly gofynnir i chi wneud yn siŵr eich bod wedi talu am ddiodydd o'r fath cyn ymadael.

RHAID cyflwyno derbynneb ar gyfer yr holl dreuliau a hawlio o fewn 60 diwrnod calendr i fynd i'r costau, er mwyn gallu cael ad-daliad.

D.S. Gofynnir i chi roi ystyriaeth ofalus i'ch costau teithio. Caiff ystyriaeth ond ei rhoi i ad-dalu costau tacsî (hyd at uchafswm o £20) os cyflwynir derbynneb, a hynny mewn amodau eithriadol yn unig. Rhaid cael caniatâd penodol gan CBAC a cyflwyno derbynneb.