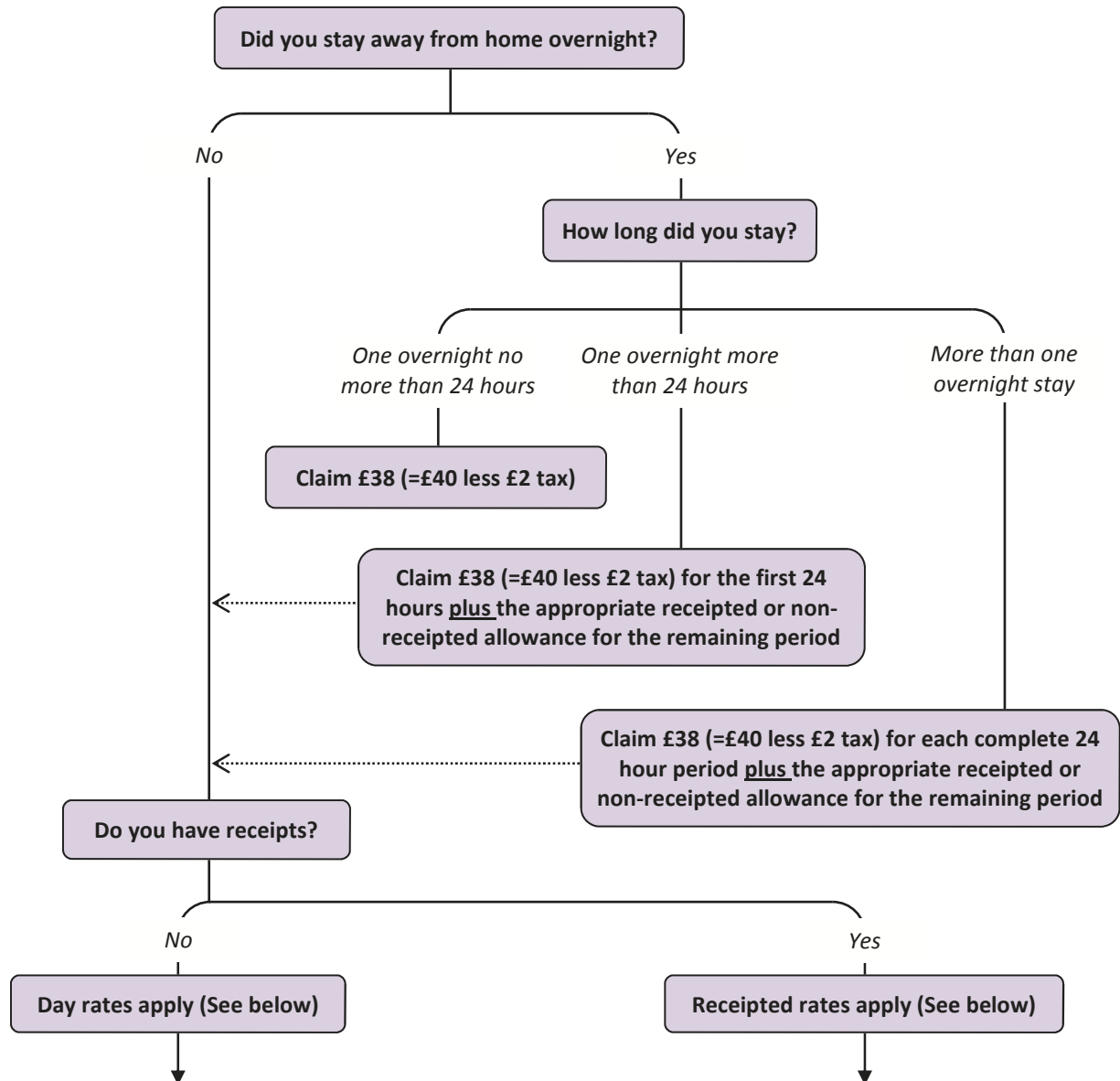


## Use the following flowchart to see how much you may claim:



### A) Daily rates

**£5** For periods away from home/work over 5 hours

**£10** For periods away from home/work over 10 hours.

In addition to the above, if returning home after 8:30pm a dinner allowance of **£15**.

### B) Receipted meal rates

**Up to £5.45 for breakfast:** when leaving home before 7.00am.

**Up to £7.10 for lunch:** where absence from your normal place of home / work is between 12 pm - 2 pm.

**Up to £20.15 for dinner:** when returning home after 8:30pm (excludes alcohol).

- Please state on the form the time you left home/office and the time you returned.
- A maximum of 3 meal allowances can be claimed in any 24 hours.
- Where you are attending an event where meals are provided, £15 per dinner and £5 per lunch must be deducted from the amount claimed.

**Car Mileage: 45p per mile can be claimed**