**Appendix B**

**MD105 - Rules of Audit**

**Rules of Audit for 2022/2023 re MD affairs within MD105**

**Mileage 30p**

**Accommodation £60 excluding breakfast, where a choice is available.**

**£75 excluding breakfast, where the venue is specified.**

**£100 excluding breakfast for international events.**

(Hotel costs should normally only be relevant where an officer has 3 hours travel in each direction as time is considered to be the more important factor, not distance in itself.)

**Subsistence**

**Up to a maximum of £40/day made up as follows:**

**Breakfast up to £8.00**

**Lunch up to £12.00**

**Dinner up to £20.00** (normally on the night of Hotel stay, or if travel home is 3

hours or more).

**Rail 2nd Class** *(unchanged)*

**Taxi** as per mileage rate *(unchanged)* but view taken re travelers

Getting from Birmingham Airport to Meetings at HQ etc.

**Car Parking** not covered except Non-Mainland at Airport/Ferries

**Postage** As necessarily incurred at Second Class against receipts.

**Telephone** As necessarily incurred at Off-peak rates supported by evidence as far as possible.

**Stationery** Cost supported by receipts.

**Copying** Use HQ if practical, 5p per copy against receipts or if own copier - 2.5p - signed chit. In all cases, state number of copies and purpose.

**Sympathetic consideration will be given to the aspects of car parking, tolls, congestion charges, and taxis so long as the means of travel represents the 'lowest cost alternative'.**