Fees

A session fee of £24.95 per hour will be paid for each full hour worked at SQA meetings. No payment will be made for activities undertaken in employer's time when release compensation is paid.

Fees will be paid direct to your bank or building society account by means of Bank Automated Clearing Services (BACS).

Payment timescales

Fees will be paid within five weeks of successful completion of activity. We reserve the right to amend fees if SQA policy is not followed.

Expenses

Travelling, subsistence and other expenses incurred in connection with SQA business will be reimbursed, as detailed below. All claims for expenses must be submitted on the appropriate claim form, copies of which will be provided.

You should make every effort to ensure that arrangements:

are efficient and cost effective to SQA

use public transport wherever practical and cost effective

support Government initiatives to reduce the environmental impact of travel

We aim to reimburse expenses within three weeks of receiving your claim.

Conditions and rates

Travelling expenses

Public transport

You should use public transport wherever possible. Although we will pay for standard class travel by public transport, please use reduced rate travel where available. Air and rail travel must be booked for you by SQA with the exception of low cost rail travel (please see below). All tickets or itemised receipts for transport must be included with your claim for expenses. Please contact Events Planning on 0345 213 6830 for further information.

Rail and ferry travel

Low cost rail tickets and ferry bookings, ie less than £50.00 (return), must be purchased locally and claimed back using the expenses claim form.

Rail or ferry travel costing £50.00 (return) or more must be booked via SQA using a travel and accommodation request form (TARE). This form is available on SQA's website at **www.sqa.org.uk**.

Fast ticket machines

All rail tickets booked by SQA will be e-tickets unless there is no Fast Ticket Machine available at the departure station. You will be required to insert your personal credit or debit card to retrieve your ticket. Your card will not be charged as this is for identification purposes only.

Private car or motor cycle

A mileage allowance can be claimed as follows:

Private motor car (regardless of engine size):	32p
Private motor cycle (regardless of engine capacity):	16p

An additional rate per passenger of 2p per mile can be claimed.

We will normally calculate the mileage allowance for attendance at meetings using the shortest distance between the place of departure and the place of the meeting or procedures. If you have not travelled by the shortest route, please provide details on the reverse of the claim form. Travel claims in respect of journeys of a distance greater than that from your usual address will not be met unless SQA's approval is obtained in advance.

When you are travelling by car or carrying passengers on SQA business, you do so entirely at your own risk, and are advised to check that your own car insurance covers such travel. No claim will be accepted by SQA in respect of any liability arising directly or indirectly from such use.

Car hire

All car hire must be booked by SQA. Please provide detailed information when submitting your TARE form to assist in processing your request. If you have any queries regarding car hire please contact Events Planning on 0345 213 6830.

Taxis

Taxis should only be used if there is no suitable public or private transport. You must include receipts for taxis with your claim for expenses. Taxis should not be taken for journeys within safe walking distance.

Transport from Dalkeith to Waverley station leave at 1500, 1600 and 1700 hours subject to demand and must be pre-booked at least one hour prior to departure. Transport can also be provided subject to demand at 1800 and 2000 hours and must be pre-booked with Facilities staff.

Overnight accommodation

All overnight accommodation must be booked by SQA as we have a procurement arrangement in place which is designed to achieve cost efficiencies through negotiated government rates.

Overnight accommodation will only be permitted if your journey would exceed two hours in each direction. The only exception to this will be for meetings lasting two or more consecutive days. Please note that requests for overnight accommodation the night before a meeting will not automatically be approved. Please provide us with detailed information when submitting your TARE form to assist in processing your request.

If you have any queries regarding overnight accommodation please contact Events Planning on 0345 213 6830.

Subsistence expenses

Actual expenses incurred for meals and snacks during necessary absences from home on SQA business will be reimbursed. The limits are set out below and will be reimbursed only on production of itemised receipts for all purchases. No allowances are paid. Claims sent without appropriate receipts will not be met.

Subsistence limits

For an absence of:	Up to:
More than 4 hours but not more than 8 hours	£4.15
More than 8 hours but not more than 12 hours	£8.95
More than 12 hours but less than 24 hours	£10.40

For absences of more than 24 hours, the total maximum payable will comprise the 24 hour amount plus the appropriate amount for the balance of time in excess of 24 hours.

Please note that claims for non-food items such as newspapers or alcohol will not be reimbursed.

Catering provided free of charge by SQA

Where catering is provided for you, reductions will be made from the limits to reflect this. Expenses incurred on substitute arrangements will not be reimbursed. As a guide, if lunch is provided free of charge a reduction of £4.15 will be made to the limits. If evening snacks are provided by SQA, £2.00 will be deducted from any subsistence claim.

Receipts

Claims must be supported by itemised receipts (not credit card slips) for all purchases.

Incidental expenses

Expenses for postage and telephone calls will be reimbursed where necessarily incurred. Expenses other than these will be reimbursed only if you have obtained written authorisation in advance from SQA. A copy of this authorisation should be submitted with your claim.

Please note that claims for childminding costs, kennel costs etc will not be reimbursed. If you have any queries regarding what you can claim, please contact Events Planning on 0345 213 6830.

Special requirements

If special arrangements are required for your travel, overnight stays and/or dietary requirements, please contact Events Planning on 0345 213 6830 to discuss your requirements.

Submitting claims

Please submit your claims for expenses within four weeks of incurring them. Claims received after the end of the tax year, for work conducted during the previous tax year, may not be reimbursed if they are received after this four week period.

We reserve the right to amend fees if SQA policy is not followed.

Expenses will be paid direct to your bank or building society account by means of Bank Automated Clearing Services (BACS).