

TRAINING EXPENSES

General Conditions

Where an employee has attended a training course either internal or external which has been approved by their Executive Director, the employee may claim for the reimbursement of travel and subsistence expenses actually incurred, providing:

- The training course attended is work-related.
- Employees have received prior approval with regard to attendance at a course.

Reimbursement of Expenses

Allowances will be reimbursed for the full business mileage travelled for journeys which begin and end at the employee's normal place of work unless the actual mileage is less in which case the [lesser mileage](#) should be claimed and based on the following:

- Travel Expenses
 - Standard class rail and/or bus/air fares actually incurred; or
 - The appropriate mileage rate (see [current mileage and subsistence rates](#))
- Accommodation and Subsistence

Employees required as part of their training to stay overnight away from home, may claim expenses covering accommodation plus subsistence allowance. Reimbursement will be in accordance with the [current mileage and subsistence rates](#) as contained within the Travel and Subsistence Policy.

Further guidance on conditions relating to employees undertaking an approved course or training leading to a qualification can be accessed from Organisational Development.