

## Human Resources Information Sheet

### Professional Course Attendance Allowances

<b>Professional Course Attendance Allowances</b>		Up to the amount	
Leaving home before 7.00 am	Breakfast	Up to	£6.24
Between 8.30 am – 6.30 pm	Lunch	Up to	£8.62
Between 6.30 pm – 9.30 pm	Tea	Up to	£3.40
Between 1.00 pm – 9.30 pm	Dinner	Up to	£10.67

**Note:** Breakfast can only be claimed if you leave home before 7.00 am to attend a course.  
Dinner and tea claims cannot be made for the same day.  
Payments will only be paid if receipts are attached.

A nightly allowance is paid for out of pocket expenses incurred at residential training courses. The current rate is £4.23 per night.

Any non-routine subsistence expenses such as residential courses or placements, which are a course requirement, should be agreed with Human Resources in advance. You will be asked about this when the paperwork is done at the start of your course. If circumstances change, or if your tutor only tells you of a requirement at a later stage, you should let Human Resources know immediately. A set amount is budgeted for your course expenses and there is no guarantee that money will be available to meet late requests.

### Subsistence expenses for courses at Harlow College

Subsistence expenses for attending Harlow College are the same as rates for attending outside Harlow except for lunch claim, which is £1.91.

### Mileage

Car = 24p per mile                      Bicycle = 27p per mile

**Please note:** All the above claims must be supported by receipts.  
Taxis will not be paid unless prior agreement has been given and a receipt must accompany all claims