



## EXPENDITURE BY STAFF WHEN ACCOMPANYING CLIENTS ON DAY TRIPS AWAY FROM MIND

1. Mind recognises that staff may be asked to take trips away with clients, and that they may therefore need to purchase refreshments and meals during those times.
2. Short trips - these are trips where staff are away from their usual project building for more than three hours and less than eight hours in a day. The allowance is a maximum of £10 per day to include any meals and/or refreshments.
3. Long trips – these are any trips where staff are away from their usual project building for more than 8 hours. This might include trips which run beyond midnight. To France, for example. Staff may claim for:
  - a. A maximum of £10 for any one meal;
  - b. A maximum of £20 per day.

**PLEASE NOTE IN ALL CASES THIS IS NOT AN ALLOWANCE, IT IS A REIMBURSEMENT WHICH IS BASED ON ACTUAL SPEND. STAFF WILL THEREFORE ONLY BE REIMBURSED FOR EXPENDITURE WHERE THEY PROVIDE ORIGINAL RECEIPTS**

**Policy reviewed and updated June 2010**