



# ASDC Travel & Subsistence Policy:

## Travel

- Public transport should be used where possible (train, bus, tube).
- Mileage allowance for personal car use at 45p per mile. Please include departure and arrival locations when submitting this as an expense. This includes electric cars as well.
- Taxis or ride-hailing services only when necessary (e.g., late at night, no public transport, or accessibility reasons).
- Flights and trains should be economy class.

## Accommodation

- Standard hotel or guesthouse; 3-star
- Must be booked at reasonable cost, we suggest a budget of £100 per person (outside of London); receipts required. Get in touch if you are struggling to meet this budget.

## Subsistence:

(Allowance per person, per day)

To cover breakfast, lunch, and dinner when they fall within the journey time and are not being provided by the event already.

Suggested budgets per person:

- Breakfast £10-£15
- Lunch: £15-£20
- Dinner £20-£30
- Refreshments (non-alcoholic only): £5-£10