



Ministry
of Defence



MINISTRY OF DEFENCE STATEMENT OF CIVILIAN PERSONNEL POLICY

TRAVEL TO AND FROM LOCATIONS OVERSEAS

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EQUALITY AND DIVERSITY IMPACT ASSESSMENT

This policy has been Equality and Diversity Impact Assessed in accordance with the Department's Equality and Diversity Impact Assessment Tool against:

Part 1 Assessment Only (no diversity impact found)

TRAVEL TO AND FROM LOCATIONS OVERSEAS

Travel to and from Overseas Locations

Air travel

When you are posted overseas to areas which are served by RAF Trooper or MOD charter flights you will be expected to use this mode of travel even where it is only available for part of your journey. Routes covered by RAF Trooper and MOD charter flights are as follows:

Part and full MOD Charters:

Gatwick/Heathrow to Gibraltar
Heathrow to Brunei
Heathrow or Birmingham to Germany (various locations)
Heathrow to Washington

RAF Trooper flights from RAF Brize Norton to:

Ascension Island
Cyprus
Falkland Islands

Where an overseas location is not serviced by RAF Trooper or MOD charter flights then you will be booked on to the most economic commercial flight at the appropriate class (see Tips, Hints and FAQs). Your flights will be booked by the DBS Civilian Personnel Relocations.

Travel to/from North West Europe on Posting

Because of its close proximity to the UK, personnel being posted on permanent terms to a location within North West Europe (mainly Germany) on permanent transfer, tend to drive to post. If you decide to drive your motor vehicle, you can claim the actual cost back of doing this in lieu of shipment of your vehicle. The DBS Civilian Personnel will issue you with an "Authority to Drive" letter which will advise you what you may claim. In the main, this will include ferry costs and the Private Travel Rate of Motor Mileage Allowance (PTRMMA). You would not be entitled to claim for any hotel accommodation or food and refreshments while travelling to post, because accommodation and refreshments would not be required during the normal means of travel to post. Note that this paragraph does not apply to you if you are being posted on temporary transfer terms – who have no entitlement to car shipment. If you are serving overseas on temporary transfer terms, please refer to

“Making your own private travel arrangements”.

Making your own private travel arrangements by air or by car/motorcycle and ferry

You may make your own travel arrangements under the Privately Arranged Travel (PAT) scheme. If you opt to do this you will need to advise DBS Civilian Personnel Relocations so that they can issue you with a letter of authority advising you of your PAT refund limit. You will be able to claim your travelling costs within your PAT refund limit. The refund limit is based on the cost of the normal means of travel to the overseas location taking account of the cost of travel from your home to the airport of departure and Air Travel Costs. The limit for air travel costs will be set by reference to the Concessionary Travel for Families (CTF) for Getting You Home (Overseas) rates. These are contained in **JSP 752**. For locations not shown in **JSP 752**, air travel costs will be set by DPRC guidance. You are reminded that you may be expected to use the RAF Trooper or MOD Charter for some or all of your journey, where available.

There two main conditions that apply to you when undertaking travel under a PAT authority:

- Any cancellation fees would fall to you to be paid and not the MOD. You are therefore advised to take out travel insurance for this purpose. The cost of travel insurance will not be reimbursed by the MOD.
- MOD accepts no liability for injury (including injury resulting in death) or loss or damage to personal property (including third party claims) which may arise during your travel to the overseas location under private arrangements. You would also not be covered by the provisions of the Principal Civil Service Pension Scheme (PCSPS) where injury benefits are concerned. Other PCSPS benefits are unaffected.

Once you have received your PAT authority and refund limit you can then either book an alternative civil flight to the overseas location or, if practical to do so, drive there using your own vehicle. Please note that you would be expected to take the most direct route to the overseas location, although, in the case of air travel, it would be acceptable for you to change flights during your journey. Where you are making your own travel arrangements you should still endeavour wherever possible to do so in the most cost effective manner within your set PAT Limit (e.g. by advance bookings, using off peak rates etc).

PAT - Making a claim

Once you have completed your journey you may claim your travelling expenses. In the case of travel by air you may claim the costs involved with getting to the airport of departure, the flight to and the onward travel to post in the overseas location. If you travel by car/motorcycle you can claim the ferry/channel tunnel costs and the Private Travel Rate of Motor Mileage Allowance (appropriate to the country of departure) from your home to port of departure/channel tunnel and for your onward travel to post in the overseas location. Your total claim will be restricted to the authorised refund limit.

TIPS, HINTS AND FAQs

Q1. I am travelling using a PAT refund limit. I want to break my journey and stay in a hotel overnight. Can I claim for this as long as it's within my PAT cash refund limit?

A. No. Subsistence can only be claimed during your journey if it would have been claimed during the normal method of travel to the overseas location – and there are few official routings that would give rise to an entitlement to claim subsistence. Of course, if it is appropriate to claim subsistence then you can claim it within the PAT refund limit. If in doubt, check with DBS Civilian Personnel.

Q2. What is the appropriate standard of travel?

A. Where travel is being made for compassionate reasons, as part of DILFOR travel or under the terms of the Leave Travel Scheme, air travel is by economy class fare and rail travel is at standard/economy class. However, where travel is official travel – such as travel to take up post and on return at tour-ex – then the following will apply:

Air Travel.

RAF Trooping/MOD Charter flights must be used whenever possible. Only if necessary (i.e. your journey is not served by RAF Trooping/MOD Charter flights) will normal commercial flights be booked. Where a commercial booking is made, flights with a duration (flight-time) of 2½ or less will be at economy class. Where the flight-time exceeds 2½ hours, you can travel in business class.

Rail Travel.

Pay Band C2 and above: First Class

Pay Band D and below and Skill Zone staff Standard Class

Sea Travel.

Pay Band D and above: First Class

Pay Band E and below and Skill Zone staff Standard Class

Q3. Can I claim Travelling Time when I am travelling to take up my overseas post or on return at tour-ex?

A. No. Travel to take up a new appointment might be officially recognised (in that the MOD is funding it) but it is not regarded as duty. It is regarded as Concessionary Travel Consequently, you cannot claim Travelling Time or Waiting Time.