

Relevant Extract from the Home Office 'Travel and Subsistence' Manual

2.1 AIR TRAVEL

2.1.1 Air travel may be used when there is a cost advantage because of savings of subsistence allowance and official time or where the urgency of the journey justifies any extra cost. It is the responsibility of staff and their line management to ensure the use of the most efficient and cost effective means of travel. This applies both to the choice of air travel and to the choice of particular flights - staff are expected to take advantage of cheap travel offers whenever available.

Booking flights

2.1.2 Flight tickets should always be booked through Procurement.

Class of travel

2.1.3 The class of air travel is dictated by the airlines' fare structure on the various routes, the grade of the member of staff travelling and the duration of the flight. Entitlement is as follows:

Structure	Grade 6 and Above		Other Grades	
	Up to 2½ hours	Over 2½ hours	Up to 2½ hours	Over 2½ hours
First/Economy	Economy	First	Economy	Economy
Business/Tourist(or equivalent)	Business	Business	Tourist	Business
First/Business/Tourist (or equivalent)	Business	Business	Tourist	Business