



Ministry
of Defence



MINISTRY OF DEFENCE STATEMENT OF CIVILIAN PERSONNEL POLICY

CHANGE OF WORK LOCATION AND TRAVEL AND SUBSISTENCE – RATES OF ALLOWANCES, COSTS, RATES AND CHARGES

Version: 1.0 - 2015

Effective date: 02 November 2015

EDRM file reference: 20151102-Change of Work
Location and Travel and Subsistence Rates-O

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CHANGE OF WORK LOCATION AND TRAVEL AND SUBSISTENCE – RATES OF ALLOWANCES, COSTS, RATES AND CHARGES

Below are the allowances payable (subject to eligibility) when you move your job location on travel on official duty. The allowances are listed in alphabetical order.

ITEM	RATE
Assistance with Private Temporary Accommodation Costs.	Those using the Tenancy Introductory Services will have actual rent reimbursed .In some locations [London, Northwood, Bristol, Liverpool and Bristol] a rental ceiling has also been imposed. Staff not using the TIS will have a rental ceiling defined by DBS
Accommodation Charges Overseas (payable by staff specially recruited for overseas service after 5 years)	See: DIN 2015DIN01-107
Additional Food Costs	See 'Royal Fleet Auxiliary personnel only'
Additional Housing Costs Allowance	Calculated on a case-by-case basis
Average Property Price Lists (APPL)	See: Average Property Price Lists

ITEM	RATE
<p>Baggage - Overseas Transfers Accompanied Baggage</p> <p><u>Temporary Transfers</u></p> <p>RAF or MOD Charter</p> <p>Civil Airlines</p> <p><u>Permanent Transfers:</u></p> <p>RAF or MOD Charter</p> <p>Civil Airlines</p> <p>Unaccompanied Allowance</p> <p><u>Temporary Transfers:</u></p> <ul style="list-style-type: none"> • 1-6 months duration • 6-12 months duration <p><u>Permanent Transfers:</u></p> <ul style="list-style-type: none"> • Basic entitlement: <ul style="list-style-type: none"> ○ Single/unaccompanied ○ Accompanied without children ○ Accompanied (or single parent) with children under 19 • Enhanced entitlement <ul style="list-style-type: none"> ○ Single/unaccompanied ○ Accompanied without children ○ Accompanied (or single parent) with children under 19 • Addition for SCE teachers and Investigating Officers (not applicable to FMS moves) • Furniture Movement Scheme (FMS) – NW Europe only 	<p>46kg*</p> <p>30kg*</p> <p>You - 46kg*, Spouse – 23kg. All accompanied/unaccompanied children 23kg. Wheelchairs taken as accompanied.</p> <p>Equivalent of RAF or MOD charter limits. MOD will meet any excess charges raised by airline up to these limits.</p> <p>*DFRS Fire Officers are allowed an extra 16 kg for their Personal Protective Equipment (PPE).</p> <p>1.75 cubic metres</p> <p>2.55 cubic metres</p> <p>14 cubic metres</p> <p>15.5 cubic metres</p> <p>20 cubic metres</p> <p>36 cubic metres</p> <p>37.5 cubic metres</p> <p>42 cubic metres</p> <p>1 cubic metre</p> <p>67.92 cubic metres</p>

ITEM	RATE																		
<p>DIN 2015DIN01-158 Boarding School Allowance (90% of actuals payable up to the following limits per term – rates shown for the academic year starting 1 September 2015):</p> <p><u>Key:</u></p> <p>BSA = Boarding School Allowance DSA = Day School Allowance SENA(B) = Special Educational Needs (Boarding) SENA(D) = Special Educational Needs (Day)</p>	<p><u>Boarding Allowances</u></p> <table border="0"> <tr> <td>Junior BSA (Preparatory/Junior Schools)</td> <td>£5,383 per term</td> </tr> <tr> <td>Senior BSA (Middle/Senior Schools)</td> <td>£7,412 per term</td> </tr> <tr> <td>Junior SEN(A) (Preparatory/Junior Schools)</td> <td>£6,459 per term</td> </tr> <tr> <td>Senior SEN(A) (Middle/Senior Schools)</td> <td>£8,895 per term</td> </tr> </table> <p><u>Day Allowances</u></p> <table border="0"> <tr> <td>Junior DSA (Preparatory/Junior Schools)</td> <td>£3,122 per term</td> </tr> <tr> <td>Senior DSA (Middle/Senior Schools)</td> <td>£4,299 per term</td> </tr> <tr> <td>Junior SEN(D) (Preparatory/Junior Schools)</td> <td>£3,746 per term</td> </tr> <tr> <td>Senior SEN(D) (Middle/Senior Schools)</td> <td>£5,159 per term</td> </tr> <tr> <td>Boarding only</td> <td>£3,736 per term</td> </tr> </table>	Junior BSA (Preparatory/Junior Schools)	£5,383 per term	Senior BSA (Middle/Senior Schools)	£7,412 per term	Junior SEN(A) (Preparatory/Junior Schools)	£6,459 per term	Senior SEN(A) (Middle/Senior Schools)	£8,895 per term	Junior DSA (Preparatory/Junior Schools)	£3,122 per term	Senior DSA (Middle/Senior Schools)	£4,299 per term	Junior SEN(D) (Preparatory/Junior Schools)	£3,746 per term	Senior SEN(D) (Middle/Senior Schools)	£5,159 per term	Boarding only	£3,736 per term
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Building Society Rate	4.4%																		
Climatic Clothing Allowance	Reimbursement of 75% of the actual receipted cost of items purchased up to a ceiling of £200. Payments are taxable																		
Concessionary Journeys	<p>Calculated on a case by case basis but with reimbursement set as follows:</p> <ul style="list-style-type: none"> • Rail – standard class return journey • Coach – within the cost of standard class rail fare • Air – economy class air fare where the distance/time of the journey makes air travel the only sensible means of travel • Sea – standard class • Private vehicle – actual mileage by the most direct route at the Private Travel Rate of Motor Mileage Allowance 																		
Cost of Living Addition (COLA)	See: MOD Civilians Overseas - Cost of Living Addition (COLA) on the Defence Intranet.																		

ITEM	RATE
Day School Allowance	See entry for 'Boarding School Allowance'
<p>DIN 2015DIN01-127 Dental Charges (payable by staff who receive dental treatment overseas – effective 1 April 2013)</p>	<p><u>Band 1</u>: Diagnosis, treatment planning and maintenance (including examination, radiographs, scaling, polishing and preventative work such as oral health advice) – fixed charge of £18.80</p> <p><u>Band 2</u>: Simple treatment such as fillings, root canal work, extractions, surgical procedures and denture additions – fixed charge of £51.30</p> <p><u>Band 3</u>: Provision of appliances and more complex treatment that includes laboratory work such as crown and bridgework and dentures – fixed charge of £222.50</p> <p><u>Emergency Treatment</u>: Examination, radiographs, temporary fillings, re-cementing crowns, up to 2 extractions and one filling – fixed charge at Band 1 rate of £18.80</p> <p><u>Replacement Dentures</u>: Covering replacement of dentures damaged beyond repair or lost.</p>
Difficult Post Allowance	See: Difficult Post Allowance (DPA) - Rates
Domestic Commitments	Reimbursement of receipted actuals within local professional/registered care costs.
Dress Allowance	Reimbursement of 75% of the actual cost of items purchased up to a ceiling of £200. Payments are taxable
Excess Fares Allowance	Calculated on a case-by-case basis
Family & Friends	£25 per night / £350 per month
Food Allowance – Daily Rate	See 'Royal Fleet Auxiliary personnel only'

ITEM	RATE
Incidental Expenses Allowance <ul style="list-style-type: none"> • In the UK • Outside of the UK 	£5 per night [this reduces to £3.00 on March 2016] £5 per night
Interest Rate for calculating net income earned from home sale proceeds	0.7%
Joint Services Command and Staff College course	Living-in - £5 per day (non-taxable) Living-out - £335 per course (taxable)
Living Ashore Allowance	See 'Royal Fleet Auxiliary personnel only'
Luggage Allowance	Reimbursement of 75% of the actual cost of items purchased up to a ceiling of £100. Payments are taxable
Messing and Single Accommodation Charges in the UK	See: DIN 2015DIN01-128
Mortgage Redemption Penalty (MRP)	Calculated on a case-by-case basis but limited to no more than 3 months interest, (but note this is extended to 6 months interest for Supported Moves).
Motor Mileage Allowance – Overseas	See: MOD Overseas Motor Mileage Allowance (OMMA) Rates
Motor Mileage Allowance – UK <ul style="list-style-type: none"> • Standard Rate (up to 10,000 miles) • Standard Rate (over 10,000 miles) • Private Travel Rate • Motorcycle • Pedal cycle • Passenger Supplement • Equipment Supplement 	40p per mile 25p per mile 25p per mile 24p per mile 15p per mile 3p per mile for first passenger; 2p per mile for second and additional passengers 2p per mile (taxable) [From March 2016 the UK up to 10000 mile rate will be 30p per mile and the UK over 10000 mile rate will be 25p per mile. The UK DRMMA and PTRMMA will be abolished.]
Operational Deployment Allowance	Assessed on an operational theatre basis. Current rates are published in DIN 2015DIN01-121

ITEM	RATE		
Operational Deployment Grant	<u>Tour Length</u>	<u>Non-uniformed personnel</u>	<u>Uniformed personnel</u>
	1-2 months	£180	£120
	2-4 months	£300	£200
	4-6 months	£500	£300
	<p>Any subsequent operational deployment to the same or a similar climatic region within 24 months of the end of the previous deployment will attract payment only at the next lower level. For example, a second 6-month posting within 2 years of the end of the first 6 month-posting would only attract a grant of £300. However, this can be topped up on an actuals basis where staff can demonstrate necessary additional expenditure above the amount of flat rate grant payable for the first tour of that duration.</p>		

ITEM	RATE				
Operational Working Allowance Further details can be found in DIN 2015DIN01-122	Level of OWA	Pay Bands	Analogue	Monthly cash value	
	Higher Level	B and equivalent and above	Divisional Officer & above	£6,500	
		C and equivalent	Assistant Divisional Officer, Station Officer and Watch Manager	£5,000	
		D/E, equivalents and Skill Zone	Crew Manager and Firefighter	£3,500	
	Lower Level	B and equivalent and above	Divisional Officer & above	£5,000	
		C and equivalent	Assistant Divisional Officer, Station Officer and Watch Manager	£3,500	
		D/E, equivalents and Skill Zone	Crew Manager and Firefighter	£2,500	
	Overseas Rent Allowance	Calculated on a case-by-case basis			
	Overseas Transfer Grant	See entry for 'Transfer Grant – Overseas'			
Prescription Charge (payable by staff serving overseas who are supplied with prescription drugs/medicines)	£8.25 - effective 1 April 2015				
Royal College of Defence Studies course	Living-in - £5 per day (non-taxable) Living-out - £746 per course (taxable)				

ITEM	RATE
<p>Royal Fleet employees only</p> <ul style="list-style-type: none"> • Living Ashore Allowance • Additional Food Costs • Food Allowance – Daily Rate (See Related Document - Policy, Rules & Guidance: Change of Work Location in the UK, Task 6) 	<p style="text-align: center;">Bed & Breakfast - £56 per night maximum Food costs - up to £20 per day IEA - £5</p> <p style="text-align: center;">£9.30 Up to £4.25 (receipted)</p>
<p>Subsistence</p> <ul style="list-style-type: none"> • 	<p style="text-align: center;">Over 5 hours - £5.00 Over 10 hours - £10.00 Over 12 hours £15.00 Evening meal [overnight stay] £22.50 Breakfast £10.00</p> <p style="text-align: center;">*LM can approve higher levels *Subsistence not payable within 5 miles of the work place</p>
<ul style="list-style-type: none"> • Supplementary Rent Allowance (SRA) 	<p style="text-align: center;">Calculated on a case-by-case basis</p>

ITEM	RATE
<p>Transfer Costs – UK Averages (for broad costing purposes)</p> <ul style="list-style-type: none"> • Move of Home • Excess Fares Allowance • Temporary Transfer <ul style="list-style-type: none"> ○ Less than 24 months – London ○ Less than 24 months – elsewhere ○ More than 24 months – London <p>More than 24 months - elsewhere</p>	<p style="text-align: right;">£35,887 over 9 years £1,400 per annum (X 4 years)</p> <p style="text-align: right;">£21,200 per annum</p> <p style="text-align: right;">£13,400 per annum</p> <p style="text-align: right;">£26,328 per annum (where grossing at basic rate tax) £35,323 per annum (where grossing at higher rate tax)</p> <p style="text-align: right;">£16,641 per annum (where grossing at basic rate tax) £22,327 per annum (where grossing at higher rate tax)</p> <p>N.B. The grossed figures do not include employer’s NI contributions.</p>
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Transfer Grant – UK <ul style="list-style-type: none"> • Married (or equivalent) Officer • Single Householder • Single Non-Householder 	£3,010 £1,830 £705
<ul style="list-style-type: none"> • Unaccompanied Baggage Allowance 	See 'Baggage (Unaccompanied) Allowance'