



## FARMING CONNECT MANAGEMENT EXCHANGE TRAVELLING AND SUBSISTENCE EXPENSES GUIDELINES

Successful applicants have the right to reclaim the following expenses in relation to their Exchange.

Exchangers must exercise sensible judgement in determining the 'greenest', the most cost-effective and the most efficient means of completing the exchange. This includes considering public transport and car-sharing if applicable.

The general principle that applies to the claiming and payment of expenses is that where no expense is incurred, no reimbursement is due.

### Mileage

#### Exchangers who use their own transport

Cars	Motor Bikes	Bicycles
45p	24p	20p

If claiming motor mileage allowance the start location/postcode and destination/postcode must be included (these must be accurate and correct as they determine the mileage allowance).

#### Travel by public transport

Farming Connect will reimburse the cost of rail, air, bus and coach fares incurred when completing the exchange if it is the most cost effective mode of transport. Standard class travel should be used where it is practicable to do so.

A receipt must be presented which shows the details of the journey and this should be attached to the claim form.

#### Travel by taxi

Taxis can be used (and the fare reimbursed) for travel related to the exchange where it is appropriate to do so, e.g. they should only be used when alternatives are not available or the following are applicable:

- There is a significant saving of time
- No public transport is available



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- When having to transport heavy luggage and/or equipment
- Where this is the safest option for exchangers travelling alone (eg late at night in a city)

A receipt must be presented which shows the details of the journey and this should be attached to the claim form.

## Subsistence

Claims for receipted expenditure in accordance with the below limits can be made. The intention of the subsistence is to pay for meals. They do not include other business expenses such as parking and tolls etc. These are covered separately below.

Description	Amount (up to a maximum)
Breakfast rate *if not included with accommodation	£7 (€8.07)
Lunch rate	£7 (€8.07)
Evening meal rate	£15 (€17.28)

\*Euro exchange rate is subject to change. You should use the following exchange rate to calculate the correct sum <http://ec.europa.eu/budget/graphs/inforeuro.html>

A meal is defined as a combination of food and non-alcoholic drink.

In order to claim the subsistence, the following conditions must be met:

- the exchanger should have **incurred** a cost on a meal (food and non-alcoholic drink) after starting the journey and this must be evidenced by a valid receipt.
- this allowance shall not be claimed if food and non-alcoholic drink has been provided free of charge.

The subsistence claimed must be evidenced by a receipt and can only be claimed up to the value of the receipt and up to the maximum limits set above.

## Overnight accommodation expenses

Exchangers have the option of arranging B&B accommodation or claim a flat rate overnight accommodation allowance for staying with their exchange host however, in cases of a two way exchange it is expected that accommodation costs are covered in kind by each host.

Description	Amount (up to a maximum) per night
Capital cities	£110 (€126.73)



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Other major cities	£80 (€92.19)
Elsewhere	£70 (€80.66)
Staying with your exchange host	£30 (€34.57)

\*Euro exchange rate is subject to change. You should use the following exchange rate to calculate the correct sum <http://ec.europa.eu/budget/graphs/inforeuro.html>

No receipt is needed in order to reclaim the 'Staying with Exchange host rate'.

Where an exchanger is staying overnight at a B&B they are entitled to claim the value of an evening meal each night to the maximum value of £15. No reimbursement will be made for alcoholic beverages. Overnight accommodation and evening meal must be evidenced by a valid receipt.

## Miscellaneous Expenses

### Parking and Tolls

Parking fees and bridge tolls will be reimbursed with supporting receipts when necessarily incurred on exchange journeys. Costs should be kept to a minimum and exchangers should try to use free parking where available. Financial penalties for motoring offences, including parking tickets, will not be borne by Farming Connect.

### Other Expenses

Farming Connect will pay for other exchange related incidental expenses. However Farming Connect will not pay for any loss or damage to personal effects.

If participants need to employ additional labour to enable them to leave the business, up to £200 per week can be claimed to cover this additional cost for a period which does not exceed the duration of the exchange visit.

Specialist expertise required during the exchange period and hire of essential specialist equipment or specialist analytical services deemed essential for the exchange period can also be claimed. Exchangers are encouraged to discuss and agree these cost with Farming Connect beforehand.

In all cases, all costs must be explained with full justification at application stage and must not exceed the maximum funding amount available (£2500). Farming Connect retain the right to reject funding for individual elements of successful applications if the costs cannot be justified.



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