

1966. No. 239

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HEALTH SERVICES**Travelling Expenses**

REGULATIONS, DATED 5TH OCTOBER 1966, MADE BY THE MINISTRY OF HEALTH AND SOCIAL SERVICES UNDER ARTICLE 4(b) OF PART IV OF THE FIRST SCHEDULE AND ARTICLE 6 OF THE SECOND SCHEDULE TO THE HEALTH SERVICES ACT (NORTHERN IRELAND) 1948.

The Ministry of Health and Social Services (hereinafter referred to as "the Ministry") in exercise of the powers conferred by Article 4(b) of Part IV of the First Schedule, and Article 6 of the Second Schedule to the Health Services Act (Northern Ireland) 1948(a) (hereinafter referred to as "the Act"), in conjunction with the Ministry of Finance, hereby makes the following regulations:—

Citation

1. These regulations may be cited as the Health Services (Travelling Expenses) Regulations (Northern Ireland) 1966.

Travelling, subsistence and other expenses

2.—(1) The Northern Ireland General Health Services Board and the Northern Ireland Hospitals Authority may make to their members or to the members of any committee thereof, including a Hospital Management Committee, and the Ministry may make to members of the Tribunal constituted under Section 16 of the Act, (a) payments in respect of travelling expenses in accordance with the rules contained in Part I of the First Schedule hereto, (b) payments in respect of subsistence expenses in accordance with the rules contained in Part II of the said Schedule and (c) payments in respect of other out-of-pocket expenses in accordance with the rules contained in Part III of that Schedule:

Provided that a member shall not be entitled to a payment in respect of subsistence expenses incurred by him for the purpose of enabling him to perform an approved duty within a distance of three miles from his usual place of residence.

(2) Any reference in these regulations and in the Schedules hereto to a committee of a body shall be deemed to include a reference to a sub-committee of a committee.

Conditions of payment

3. The making of any payment shall be conditional on:—

- (a) certification by the member that the expenses were actually and necessarily incurred for the purpose of performing his duties as a member of the body or committee, and
- (b) the observance of such conditions as the body authorised to make the payment may impose.

Prevention of duplicate payments

4. Where a member is entitled to receive payments in connection with approved duties as a member of more than one body or committee in respect

(a) 1948, c. 3.

of periods falling within any one period of 24 hours, he shall be entitled to receive and there shall be payable to him, such payments for travelling and subsistence and other out-of-pocket expenses as will not exceed in the aggregate the payments to which he would have been entitled had all the said duties been performed by him as a member of one only of these bodies or committees.

Set-off

5. Where under these regulations and any other enactment a member would become entitled apart from this regulation to receive duplicate payments in respect of travelling and subsistence expenses or other out-of-pocket expenses in relation to the performance of duties in any one period of 24 hours, the amount which he shall be entitled to receive under these regulations shall be reduced by any amount received by him under the other enactment and any claim under these regulations shall contain particulars of any amount so received or claimed.

Revocation

6. The regulations specified in the Second Schedule are hereby revoked.

Sealed with the Official Seal of the Ministry of Health and Social Services for Northern Ireland this 5th day of October 1966.

(L.S.)

S. E. Taylor,
Assistant Secretary.

Sealed with the Official Seal of the Ministry of Finance for Northern Ireland this 5th day of October 1966.

(L.S.)

R. H. Kidd,
Assistant Secretary.

FIRST SCHEDULE

PART I

Rules with respect to the payment of Travelling Expenses

1. Payment shall be made in respect of expenses incurred by a member in attending meetings of the body or committee to which the member belongs or in travelling on business approved by the body or committee.

2. Except as provided in paragraph 8 below, the sum paid shall not exceed the amount disbursed by the member.

3. First class railway and steamship fares shall be payable but members shall take the fullest possible advantage of any available cheap fares.

4. The sum paid may include the amount of any expenditure incurred:—

- (a) on Pullman Car or similar supplements, reservations of seats and deposit or portage of luggage; and
- (b) on sleeping accommodation engaged by the member for an overnight journey, subject, however, to reduction by one-half of any subsistence allowance payable to him for that night.

5. Subject as provided in paragraph 6, expenditure on the hire of vehicles shall not be paid if an adequate public service is available but a member hiring a vehicle shall be entitled to claim the sum he would have been paid had he travelled by such a service.

6. Expenditure on the hire of vehicles shall be payable in cases of urgency or in other cases where transport is reasonably required and an adequate public service is not available.

7. Fares for travel by air shall be payable if either:—

- (a) the rate for travel by air does not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in subsistence expenses consequent on travel by air; or
- (b) the body or committee responsible for making the payment decides that the saving in time is so substantial as to justify payment of the fare for travel by air, in which case there may be paid an amount not exceeding—
 - (i) the ordinary, or any available cheap fare for travel by regular air service; or
 - (ii) where no such service is available, or in case of urgency, the fare actually paid by the member.

8.—(1) Subject to the provisions of this paragraph, if a member uses his private motor vehicle in circumstances where travel by a public service would be appropriate the mileage rate payable shall not exceed:—

- (a) in the case of motor cars, tri-cars or motor cycle combinations or of motor cycles of cylinder capacity exceeding 500 c.c., 3½d. a mile;
- (b) in the case of motor cycles of cylinder capacity exceeding 150 c.c., but not exceeding 500 c.c., 3d. a mile;
- (c) in the case of motor cycles of cylinder capacity exceeding 120 c.c., but not exceeding 150 c.c., 2½d. a mile;
- (d) in the case of motor cycles of cylinder capacity not exceeding 120 c.c., of autocycles or motor-assisted pedal cycles, 2d. a mile.

(2) If a member uses his private motor vehicle in circumstances which involve a substantial saving in his time and are otherwise reasonable, or where it is in the interests of the body or committee that the member should use his private motor vehicle in preference to a public service or where a public service is not available the following mileage rates shall be payable:—

- (a) Motor cars or tri-cars exceeding 1199 c.c. cylinder capacity: 9½d. a mile for the first 2,000 miles for which in any financial year the member uses a private motor car or tri-car, 8d. a mile for the next 5,000 miles in the same year and thereafter in the same year 6½d. a mile;
- (b) Motor cars or tri-cars exceeding 500 c.c. but not exceeding 1199 c.c. cylinder capacity: 8d. a mile for the first 2,000 miles for which in any financial year the member uses a private motor car or tri-car, 6½d. a mile for the next 5,000 miles in the same year, and thereafter in the same year 4½d. a mile;
- (c) Motor cars and tri-cars of cylinder capacity of 500 c.c. or less, motor cycle combinations, and motor cycles of cylinder capacity exceeding 500 c.c.: 4d. a mile;
- (d) Motor cycles of cylinder capacity exceeding 150 c.c. but not exceeding 500 c.c.: 3d. a mile;
- (e) Motor cycles of cylinder capacity exceeding 120 c.c. but not exceeding 150 c.c.: 2½d. a mile;
- (f) Motor cycles of cylinder capacity of 120 c.c. or less, autocycles and motor-assisted pedal cycles: 2d. a mile.

(3) The rates prescribed in sub-paragraphs (1) and (2) may be increased:—

- (a) Where other members are conveyed in the same vehicle on the business of the body or committee—
 - (i) in respect of sub-paragraph (1) by 1d. a mile for the carriage of each additional passenger to whom an allowance would otherwise be payable under these regulations subject to a limit of 4d. a mile for four or more passengers;

- (ii) in respect of sub-paragraph (2) by $\frac{1}{2}$ d. a mile for the carriage of each such additional passenger:
 Provided that no passenger allowance shall be payable for motor cycles, autocycles or motor-assisted pedal cycles;
- (b) by not more than the amount of any expenditure incurred on tolls, ferries or parking fees; and
- (c) in the case of an absence overnight from the usual place of residence by the amount of any expenditure incurred on garaging a motor vehicle, not exceeding 2s. 6d. per night for a motor car or tri-car or 1s. 6d. per night for a motor vehicle of any other type.
9. (a) For the purpose of calculating mileage under (a) and (b) of paragraph 8(2), no account shall be taken of mileage paid at the rates prescribed in paragraph 8(1)(a).
- (b) For the purpose of these rules, "cubic centimetres cylinder capacity" shall be calculated in the manner prescribed by regulation 33 of the Road Vehicles (Registration and Licensing) (Northern Ireland) Regulations 1947(a). Provided that where the engine of a car has been rebored the calculation shall be based on the engine as it was when new.
 "motor cycle" means a motor cycle without a side car.

10. Where these rules would otherwise entitle a member to a rate of mileage allowance for use of his private motor vehicle lower than the rate to which he was entitled for use of the same vehicle immediately before the commencement of these regulations, he may at the discretion of the body or committee responsible for making the payment continue to claim at the higher rate until he ceases to use that vehicle regularly in connection with his duties.

11. In this part of the Schedule "public service" refers to railways, steamships, omnibuses and tramways and to aircraft in so far as payment for air travel is authorised by paragraph 7 hereof.

PART II

Rules with respect to the payment of Subsistence Allowances

1. Where a member is necessarily absent overnight from his home or place of business, on the business of the body or committee, there shall be payable:—

(a) an allowance not exceeding 63s. for each night up to the twenty-first in one place; and

(b) thereafter such allowance as the Ministry shall on application determine.

Provided that

(i) for such an absence in London or in any other place in Great Britain approved by the Ministry the rate may be increased by a supplementary allowance not exceeding 13s.

(ii) for such an absence abroad such allowance as the Ministry may determine.

2. A night allowance shall be deemed to cover a single period of absence of 24 hours.

3. A day allowance in respect of duties not involving a night's absence shall be payable at the rate of 6s. 6d. when a member is necessarily absent from his home or place of business for more than five hours but for not more than eight hours, and at the rate of 14s. when his absence exceeds eight hours; and where the member orders lunch (costing 13s. 6d. or more) or dinner (costing 14s. 6d. or more) on a train or boat, or high tea (costing 10s. or more) on any train where it is offered instead of dinner, the said rates shall respectively be 11s. 3d. and 18s. 9d. or where lunch and dinner (or high tea) are both so ordered during an absence exceeding eight hours, 23s.

(a) S.R. & O. (N.I.) 1947, No. 167.

4. Where the member's absence exceeds twelve hours and he had to commence his journey before he could reasonably be expected to have taken breakfast at home, the day allowance rate mentioned in the preceding paragraph may, at the discretion of the body concerned with the payment, be increased to 20s. 6d. or, where the member orders one meal on a train or boat, to 25s. 3d., or where two or more meals are so ordered, to 29s. 6d.

For the purposes of this paragraph a meal means breakfast or high tea (costing 10s. or more), lunch (costing 13s. 6d. or more) or dinner (costing 14s. 6d. or more).

PART III

Rules with respect to other Out-of-pocket Expenses

1. Payments may be made of an amount not exceeding the actual amount of out-of-pocket expenses necessarily incurred by a member on the business of the body or committee of the body, not being expenses referred to elsewhere in this Schedule. Where the amount of a claim by a member under this Part of this Schedule exceeds £1, payment may be made only with the approval of the Ministry.

SECOND SCHEDULE

Regulations Revoked

Regulations	Number
Health Services (Travelling Expenses) Regulations (Northern Ireland) 1953	S.R. & O. 1953, No. 159
Health Services (Travelling Expenses) Amendment) Regulations (Northern Ireland) 1956	S.R. & O. 1956, No. 38
Health Services (Travelling Expenses) (Amendment) (No. 2) Regulations (Northern Ireland) 1956	S.R. & O. 1956, No. 119
Health Services (Travelling Expenses) (Amendment) Regulations (Northern Ireland) 1957	S.R. & O. 1957, No. 25
Health Services (Travelling Expenses) (Amendment) Regulations (Northern Ireland) 1959	S.R. & O. 1959, No. 197
Health Services (Travelling Expenses) (Amendment) Regulations (Northern Ireland) 1962	S.R. & O. 1962, No. 174
Health Services (Travelling Expenses) (Amendment) Regulations (Northern Ireland) 1963	S.R. & O. 1963, No. 169

EXPLANATORY NOTE

(This note is not part of the Regulations, but is intended to indicate their general purport.)

These Regulations amend and consolidate the existing regulations by increasing the allowances to be made to the members of certain bodies constituted under the Health Services Act (Northern Ireland) 1948 in respect of travelling, subsistence and out-of-pocket expenses while engaged on official business.