

Existing Travel and Subsistence	Revised Travel and Subsistence	Reasoning/Areas for discussion
Attendance Allowance: Half day rate available	Attendance Allowance: hourly rate should be applied to any meeting lasting less than 2.5 hours (capped at a maximum claim of half a day). Clearer information when attendance allowance cannot be claimed.	Capped rate for meetings lasting less than 2.5 hours. Clearer guidance on claiming tele/video conferencing/calls.
Reading and Preparation time: Approved at the September 2016 Board meeting, so not contained within the policy. However, the guidance does suggest that any work in relation to ARB is chargeable.	Reading and Preparation time: For Board members and Examiners, the amount of reading/preparation time is capped per Annex B of the revised Policy (excluding Prescription Committee). This includes reading of papers, all telephone calls, email etc. in relation to Board business.	Make it clear that telephone calls on ARB business are factored in as part of the Reading/Preparation time and therefore, not claimable separately.
Rail Travel: For all rail travel, any single ticket exceeding £100 or a return ticket exceeding £200 requires advance authority from a member of ARB staff before making the booking. Journeys of longer than 2 hours, may be deemed suitable to purchase 1st class tickets.	Rail travel: Combined policy for UK and European travel. Removal of obligation on maximum ticket prices that require ARB approval 1st class travel is only suitable if cheaper than standard class at the time of booking or if deemed a reasonable adjustment on grounds of disability or specific needs. Provision for claiming for travel booked in advance if a meeting is cancelled by ARB.	Limit removed from the policy due to restrictions around booking in advance, purchase of off-peak tickets where able. Also acknowledgement of higher ticket prices. 1st class travel is not seen as appropriate within the public sector. Accept that meetings may have to be cancelled at short notice and often travel is booked. This is inline with the advanced booking policy.
Oyster Journeys: No reference to providing a receipt.	Oyster Journeys: Requirement to submit Oyster statement (available online).	No differentiation with HMRC to any other mode of travel and therefore receipt should be provided with claims.
Taxi: Should only be used where appropriate. Receipts must accompany all claims and claims without receipts may be declined.	Taxi: Restrictions around use of taxis strengthened	Taxis should be used as a last resort or where appropriate to do so. Public transport should be the most economic mode to use when traveling on ARB business.
Air: Business class could be booked if standard class not available or cheaper to do so.	Air: Only economy class should be booked.	Business class travel is not seen as appropriate within the public sector.
Overnight accommodation: Up to £170 including VAT maybe claimed for hotel accommodation + £10 for breakfast.	Overnight accommodation: Policy now gives two rates for accommodation inside the M25 and outside the M25. Inside M25 rate increased from £180 to £186 including breakfast. Outside M25 rate set at £150. Including breakfast	Recognition of cost of accommodation within central London and the lower prices available outside of London.
Subsistence: Lunch - If a meeting extends over mid-day, lunch will usually be provided by ARB. Dinner - maximum claim of £35.	Subsistence: Lunch - If ARB is providing lunch, you are not able to claim reimbursement for any lunch you purchase yourself Dinner - Only claimable if you are away from home after 8pm due to an overnight stay or late running of ARB business.	To make it clear that if lunch is provided then you are not able to claim for lunch and should have the lunch provided. Dinner - To include when claiming for dinner would be deemed appropriate.
Other accommodation: Nothing paid	Other accommodation: Friends and family policy now added.	To introduce an incentive to stay with friends and family whilst away from home.