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Documentation Extract

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Sections Extracted:

Section 9 – Disturbance Allowance
Page 11

Reason for Extract:

For Kibble internet: http://www.kibble.org/publication_scheme/class_4
Section 4.3 Financial Policies and Procedures

NB:

- **Extract Cover Sheet Must Remain with Extract**
- **Extracts are Uncontrolled Documents and are only Valid at Point of Submission**
- **Where Possible an Extract should be Read in Conjunction with the Parent Document**



Document Number	IMS-FIN-001
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Finance Manual

9 Disturbance Allowance

Whenever a member of staff is away from home, overnight, on business an allowance is payable. The amounts payable shall be in line with the guidance laid down by COSLA; details of current rates shall be shown on staff notice boards. This payment does attract both a Tax and National Insurance Liability.

All Subsistence payments shall be made with an employee's salary on the following calendar month from claim.