

# CAA Overseas Travel Charging

**United Kingdom  
Civil Aviation Authority**



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## Overseas Travel Charging

In accordance with the CAA Schemes of Charges, Overseas Travel charges will be applied in respect of regulatory staff travelling outside of the United Kingdom. These charges represent the time travelling between the UK and the non-UK destination for CAA staff to undertake their regulatory activities, the travel fares, accommodation and subsistence costs. The time spent travelling is not recovered through any other charging mechanism or rates. The rates apply to each person travelling.

The charge will include:

- (i) a fixed rate of £0.66 per-kilometre travelled from London Gatwick Airport to the destination airport or railway station (where rail transport is used),
- (ii) a daily rate of £178, to recover the cost of accommodation and subsistence, inclusive of the day on which the trip began to the day it ended.

The distance used will be the great circle distance, which is the shortest distance between 2 points. All rates will be reviewed annually and the appropriate rate('s) will be incorporated within CAA invoices raised to recover overseas travel and related expenditure.

In circumstances where multi-destination trips are conducted, or flights are taken on the Air Carrier that is to be assessed for an approval, the full charge will still be applicable to each entity visited, to ensure independence is maintained on the part of the CAA as a regulator. The charge has been calculated on the basis that the full amount will be payable by each customer in the case of a multi trip destination.

In cases where multiple sites of the same entity are visited on a trip, the onward distance (and any subsequent days of stay) will be charged instead of the whole distance from London Gatwick to the individual sites. i.e., charging A-B and then B-C rather than A-B and A-C.

Please find a list of frequently asked questions (FAQs) relating to the overseas travel charges at the end of this document.

## Frequently Asked Questions (FAQs)

### Why does the CAA charge for overseas travel time and expenses?

The CAA's regulatory activities are funded by those it regulates, following the user-pays principle. Some activities performed by the CAA necessitates travel overseas to perform audits or site inspections in order for the CAA to gain sufficient assurance that regulatory standards are being met. Costs incurred in overseas travel are in addition to any amounts already payable by regulated entities for oversight or applications. Charging for overseas travel ensures a fair cost distribution between domestically based entities, where comparatively little time or cost is incurred in travel, and overseas based entities. The CAA

will invoice customers once the trip has been completed, however reserves the right to invoice in advance of overseas travel taking place as appropriate.

### **What powers do the CAA have to enforce this charge?**

The CAA is granted the power to set the rate of charge for its regulatory duties through the Civil Aviation Act 1982. This entitles the CAA to set out charging schemes, in which the CAA defines the cost to those it regulates for each of its regulatory services or functions. This includes charging regulated entities for the time and expenditure incurred in overseas trips required to be conducted as a result of the regulatory activity being performed. The following wording is included across all CAA schemes of charges:

“An additional charge will be payable where, in connection with any function in respect of which a charge is specified in this Scheme, the CAA deems it necessary for a member or employee of the CAA or any other person appointed to act on behalf of the CAA to travel outside the country in which such person is normally stationed. The applicant or holder shall pay the CAA on demand, in addition to the appropriate charge specified in this Scheme, a charge of such amount as may be decided and invoiced by the CAA having regard to the expense thereby incurred by it.”

Site visits and audits are a critical tool in ensuring the initial and ongoing basis for regulated entities and their relevant approvals granted by the CAA, the cost of which is appropriately borne by the regulated entity in question, in line with the CAA's user-pays principal. The CAA runs an annual consultation in relation to the amounts chargeable to those it regulates, inclusive of overseas travel time and expenditure, and any comments in relation to the appropriateness of these charges should be communicated through this forum (further details in relation to our charging consultation are available on our website).

### **What controls do the CAA have in place to ensure travel charges are reasonable?**

The CAA has an extensive travel policy for its colleagues, including a requirement to travel only where necessary, to incur the lowest practical cost, to keep within the CAA's rules on class of travel and price limitations and to book only with approved and preferred suppliers. Employees are encouraged to strike the right balance between cost, convenience and environmental impact. Where CAA colleagues are required to fly as part of their overseas travel, they will be limited to Economy fares for all journeys under 4 hours, with Premium Economy being the preferred option for flights between 4 and 7 hours. Business Class (or equivalent) will only be permitted where the flight exceeds 7 hours. For hotel and subsistence costs, colleagues are required to limit spending to a reasonable level. This includes using government preferential rates, where available, for hotel bookings, and recovering the cost of breakfast and dinner (excluding alcohol) where an overnight stay is required.