SCHEDULE 4

Travel, Subsistence, Porterage and Touring (Clause 8)

The following provisions will apply in respect of clause 8 of the house agreement:

1. Travel

Wherever possible, the Company will provide and pay for transportation for the Musician.

1.1 Travel between ENO or any other premises in London (Zones 1,2 and 3)

Where you are required, for work purposes, to travel between any London premises within London Zones 1, 2 or 3 on the same day ("Onwards travel"), the cost of that onwards travel may be claimed.

You may not claim the cost of initial travel between your home and any London premises located within London Zones 1, 2 or 3, regardless of which London premises you are required to attend on a given day. The cost of the return journey from any London premises to your home also cannot be claimed.

1.2 Where the Musician is required to travel outside London (Zones 1, 2 and 3) and within the Home Counties and alternative transport is not provided and paid for by the Company, travel expenditure will be reimbursed where the journey significantly exceeds the distance, time and/or cost of their normal commute from home to premises within London (Zones 1, 2 and 3).

Where travel is eligible to be reimbursed, the Musician shall be reimbursed the lower of:

(a) the actual cost of travel from home; and
(b) the cost of the equivalent journey from either London Coliseum or the nearest appropriate central London mainline station to the relevant destination.

In all cases, reimbursement shall be limited to a sum equivalent to the lowest standard class return rail fare available on the day the schedule is sent to the Orchestra, and for up to 4 days thereafter, as advertised to the public for the relevant journey.

1.3 Where the Musician is required to travel outside the Home Counties, where alternative transport is not provided and paid for by the Company, the Musician shall be paid £0.45 per mile from the London Coliseum to the destination and the return journey, non-playing hours will not be credited. Essential tolls will be covered by the Company on production of relevant original receipts.

1.4 All reimbursement must be claimed through Concur, you must be able to demonstrate the actual cost of the journey. See ENO expense policy for further detail.

1.5 Where alternative transport is provided and paid for by the Company, non-playing hours will be scheduled and credited to the Musician. For any Musician who wishes

to who opt out and to make their own travel arrangements, they will be paid the amount for the individual cost of the ticket, within the group booking.

1.6 The time the Musician is required to spend outside the Home Counties (Berkshire, Buckinghamshire, Essex, Hertfordshire, Kent and Surrey) will be scheduled as On-Call Hours and count towards the Annual Contracted Hours. On call hours will be calculated either:

(a) from the time of the first call – departure of coach or train – to the scheduled time of return to the London Coliseum, or;
(b) on tour by using the concept of a "moving base". A moving base is defined as a place of temporary stay on tour which becomes, by payment of overnight subsistence or provision of accommodation, the Musician's temporary base location for the following 24 hours. For each non-working day on tour, at a moving base, 3 hours will be credited against the Musicians Annual Contracted Hours. Captive Sundays and Bank Holidays on tour will be counted as worked days for annual and sub-season totals.

1.7 Where a musician uses public transport and, due to the early start of late finish of a call, or any other exceptional reason, public transport is unavailable, a taxi fare will be reimbursed by the company up to and including the Home Counties. For the avoidance of doubt, ENO management will usually book the taxi, permission needs to be granted if a musician books directly. All taxis must be shared with other musicians who live nearby where possible.

1.8 Travel by coach shall not exceed 250 miles during any period of twenty-four hours.

1.9 In cases of dispute, the shortest recommended mileage on Googlemaps shall be taken as the authority for distances.

1.10 In cases of dispute, the non-playing hours allocated for travel will be the shortest time by either road or rail.

2. Subsistence Allowances

2.1 Where the Musician is required to travel between Zone 3 and the M25 no subsistence is paid.

2.2 Where the Musician is required to travel to outside the M25, where a meal is not provided by the Company, the following subsistence rates apply:

Length of trip	Total allowance
Trip between 4 and 8 hours	£6.83
Trip between 8 and 12 hours	£13.62
Trip between 12 and 16 hours	£23.19
Trip over 16 hours or overnight – **maximum amount to be claimed per 24 hours**	£31.68

Paid through payroll and subject to HMRC employment taxes, please see ENO expenses policy for further detail

2.3 When food is provided for a whole day this will include at least one hot main meal.

2.4 For foreign tours, a separate allowance will be agreed prior to the tour.

2.5 For Engage work between Zone 3 and the M25, travel and subsistence will be discussed between the committee and ENO management.

2.6 Overnight Stay

Where an overnight stay is scheduled, the Company shall where possible source and provide the Musician with overnight accommodation of not less than three-star or equivalent grade, with breakfast, in single room accommodation as available and if required by the Musician. Such accommodation shall be within easy reach of the performance venue. In the event that such suitable accommodation is unavailable, the Company shall provide transfer transport to the nearest suitable hotel.

(i) If an option is available for a Musician to choose to opt-out of the accommodation provided by the Company, they will receive a reimbursement of the actual cost of their accommodation upon production of a receipt. This will be up to a maximum of the cost of the hotel accommodation provided by the Company.

(ii) If an option is available for a Musician to choose to opt-out of the accommodation provided by the Company and chooses to stay with friends/family, or stays at an alternative hotel and cannot provide a receipt, a sum of £31.68 will be paid.

(iii) For the avoidance of doubt, if two Musicians choose to share a room in the hotel provided by the Company, it is assumed that one Musician has opted to stay with friends / family, and, as such a sum of £31.68 will be paid as outlined in 2.4(ii), to be divided equally between the two Musicians.

An overnight stay will always be provided where, otherwise, travel by land would exceed 250 miles or return to the London Coliseum would be after 2:00am.

2.7 Late Return

(a) In the event that the Company wishes to schedule a return to the London Coliseum after midnight the Company must agree with the Orchestra (a majority of the Musicians who would be affected by such late return) to determine whether to schedule an overnight stay or a late return.

(b) In the event that the Musicians agree to a scheduled time of return to London Coliseum between midnight and 2am or the actual (but not scheduled) return is between midnight and 2am, the following additional payments shall be made by the Company:

(i) Return between midnight and 12.30am: £5.25

(ii) Return between 12.30am and 1.00am: £10.50
(iii) Return between 1.00am and 2.00am: £15.75

(c) The following day will be scheduled in the normal way subject to the provision of 2.7(b).

2.8 Early Calls

When the Musician is required to travel to outside the M25, before 8.30am, and/or to be present at a performance or rehearsal before 8.30am, an early call payment shall be made, calculated at the rate of **£3.50 per half hour** or part thereof, subject to a **minimum of £7.00** for all necessary travelling or working time prior to 8.30am.

If the Musician's departure time from the London Coliseum is defined as being before 6.00am, the early call payment shall be replaced by an overnight stay payment.

3. Porterage

3.1 Where the Company does not arrange to transport the following listed instruments from London Coliseum to places of outside the M25, the Musician shall be paid porterage payments for transporting each listed instrument as follows:

Group A Payment **£20.80 (£26.15 payable within London Congestion Charge Zone)**
Double Bass
Electric Guitar + Amp
Electric Bass Guitar + Amp

Group B Payment **£17.10**
Bass Saxophone
Contra Bassoon
Tuba
Group C Payment **£12.85**
Baritone Saxophone
Trombone plus one other brass instrument
French horn plus one other brass instrument
2 Saxophones
Cello
2 Guitars and no amp

Group D: Porterage rates for these instruments are subject to individual negotiation:
Harp
Percussion instruments
Timpani
Organ
Electronic keyboards
Kit Drums

3.2 A full porterage payment shall be due for each day of work outside the M25, except where the Musician chooses to leave their instruments in situ overnight at a venue which has been used for the final call of the day, and which is also to be used for

the first call of the following day. In this latter case, one porterage payment shall not be paid for each night during which the instrument is left at the venue. The venue concerned must be secure.

3.3 The payments under paragraphs 3.1 and 3.2 of this Schedule do not apply when the Company makes arrangements to transport the instruments, unless the Musician is required to bring the instruments to a pick-up point nominated by the Company, in which latter case porterage payments shall be due in full.

3.4 In cases where air travel within the UK is provided by the Company, and it is agreed between the Company and the Musician that special arrangements are necessary for the safe transportation of instruments listed in paragraph 3.1 of this Schedule, any additional costs in respect of transportation of these instruments will be covered by the Company.