



Charge-out Rates and Bases of Disbursements

Charge-out Rates

Staff	Charge out rates £
Insolvency Practitioner	350.00
Senior Manager	250.00
Administrator	120.00
Junior Administrator	75.00
Cashier	100.00

Bases of Disbursements

Category 2 disbursements are expenses that are of an incidental nature and cannot, or cannot easily, be directly related to a particular insolvency case because there is an element of shared or allocated cost. Where the cost of the expense incurred is an estimated, unitised cost, the charging policy will be based on external costs or opportunity cost. They are charged as follows:

- Car mileage is re-charged at the rate of 40 pence per mile;
- Storage of books and records (when not rechargeable as a *Category 1 expense*) is recharged on the basis that the number of standard archive boxes held in storage for a particular case bears to the total of all archive boxes for all cases in respect of the period for which the storage charge relates;
- Printing and photocopying at 15p per copy;

Please note that charge out rates and disbursements are reviewed annually on 1 May and are subject to change.