

Members' Travelling and Subsistence Allowances – April 2010

Subsistence Allowances

Subsistence allowances are payable for the actual expenditure that has been incurred up to the maximum amounts shown below. Subsistence cannot be claimed where meals or accommodation are provided free of charge or for which the costs are directly paid by the Authority.

Subsistence is taxable when the period of duty is less than five hours or less than 5 miles from your normal place of residence.

Breakfast	£5.00
Lunch	£7.00
Evening meal	£15.00

The reasonable cost of taking main meals on trains may be reimbursed in full in lieu of the appropriate subsistence payment.

Overnight accommodation:

Bed and Breakfast: £40.00

All claims for subsistence must be supported by a receipt.

Travelling:

Motorcycle:	24.0p per mile
Car:	40.0p per mile
Bicycle:	20.0p per mile

Public transport: and taxis - actual fares paid.

Rail fares limited to standards class or equivalent

Mileage claims should be supported by a VAT receipt for fuel.

Rail fares should be Standard Class, or equivalent. Cheap rate fares should be used where these are available.

All claims for travel by air, public transport and taxis, together with parking and toll fees must be supported by a receipt.

Claim forms should be completed up to the end of each calendar month and sent the Democratic Services at Aldern House within 7 days for verification. Delays in submitting claims will result in payments not being made until the end of the following month.