



18 May 2010

## **General Guide to the Members' Reimbursement Scheme**

The General Guide to the Members' Reimbursement Scheme was last published in April 2009 and should be read in conjunction with this note which provides details of the main changes to the scheme since publication. Please note that guidance relating to the completion of the new declaration of principal residence form is separately available.

### **ADDENDUM**

#### **2.1.2 Finance Department**

To read: "The Members' Expenses Section is located on the fifth floor of 14 Tothill Street in room 505."

#### **3.2.1 Time Limit**

To read: "Expenses claims must be submitted within one month from the end of the month in which the expense arose."

#### **3.3.1 Publication of Information**

To read: "From 1 April 2010 information on the expenses claimed by each Member will be published quarterly on the parliamentary website."

#### **3.4 Declaration of Principal Residence**

New section to read: "From the start of the new Parliament, all Members seeking to claim financial assistance with overnight accommodation within London must sign a declaration stating the location of their principal residence and giving confirmation that it is outside Greater London. The declaration, which will be published on the parliamentary website, includes a statement of where Members spend most of their time when the House is not sitting (including weekends), and in particular where they spend most nights. Copies of documents from an approved list must be provided to verify that the principal residence is outside Greater London."

#### **14 Law Lords**

Following the creation of the United Kingdom Supreme Court, Lords of Appeal in Ordinary are no longer able to claim travel expenses.

#### **All Sections**

References in the Guide to a Member's '*main* residence' should be read as references to their '*principal* residence'.

Where reference is made to Night Subsistence or the Accommodation Maintenance Allowance, this is limited to Members who have returned a valid Declaration of Principal Residence.