



MEMBERS' REIMBURSEMENT

ALLOWANCE SCHEME

GENERAL GUIDE

SEVENTH EDITION

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SUMMARY TABLE

Member category	Types of claim	Overnight Subsistence	Day Subsistence	Travel	Office/Secretarial Costs	Accommodation Maintenance Allowance for a Second Home	Additional Office Costs	Spouse/Civil Partner and Childrens' Travel	Insurance cover provided
Members	Sittings of the House and Select Committee meetings at Westminster	max £174 per night	max £86.50 per day	Yes	max £75 per day	No	max 40 days @ £75 per day	6 return journeys each per year	Yes
	Select Committee Visits	met directly	met directly	Yes/met directly	max £75 per day	max £116 per night			
	Members of parliamentary delegations	Foreign & Commonwealth Office rates	Foreign & Commonwealth Office rates	Yes	max £75 per day	max £116 per night			
	UK travel on parliamentary business	No	No	Yes	No	No			
	UK travel on Armed Forces parliamentary scheme	No	No	Yes	max £75 per day	max £116 per night			
	Lords outreach programme	No	No	Yes	max £75 per day	max £116 per night			
	Travel to Scottish parliaments and devolved assemblies	max £174 Per night	max £86.50 Per day	Yes	No	No			
	European travel on parliamentary business	Foreign & Commonwealth Office rates	Foreign & Commonwealth Office rates	Yes	No	No			
	Other visits as specified in section 13	No	No	No	max £75 per day	max £116 per night			
	Travel as a Representative of the House	met directly	met directly	met directly	max £75 per day	max £116 per night			
Salaried Members	Law Lord	No	No	Yes	No	No	No	No	
	Minister	Allowance payable with salary by departments	No	No	max £5,658 pa	No	No	15 return journeys each per year	
	Office Holder	Allowance payable with salary		Yes					

1. INTRODUCTION

1.1 Background

1.1.1 Members of the House of Lords do not, in general, receive a salary in respect of their parliamentary duties. However, Members may be reimbursed actual expenses arising out of these duties, in accordance with the rules of the Members' Reimbursement Allowance Scheme. The Members' Reimbursement Allowance Scheme is governed by Resolutions of the House. The scheme rules are applied by the Clerk of the Parliaments who also has limited discretion to deal with matters that arise on claims. Points of particular difficulty or doubt may be referred to the House Committee, which supervises the arrangements for the reimbursement of expenses. The Senior Salaries Review Body carries out regular reviews of parliamentary allowances. Its most recent report was issued in January 2008 (Cm 7270-1). Subsistence allowances are uprated on 1 August each year in line with the Retail Prices Index.

1.1.2 Unsalaries Members are able to recover expenses for:

- daily and overnight subsistence expenses, office costs and travel expenses incurred in attending a sitting of the House or a Committee meeting at Westminster - see section 4;
- travel in the UK on Parliamentary Business - see section 5;
- travel in connection with the Armed Forces Parliamentary Scheme - see section 6;
- Lords Outreach Programme - see section 7;
- travel to the Scottish Parliament & Devolved Assemblies - see section 8;
- European travel on parliamentary business - see section 9;
- participation in select committee visits - see section 10;
- participation in official Parliamentary delegations away from Westminster - see section 11;
- travel as a representative of the House - see section 12;
- participation in certain other meetings and visits mandated by the House - see section 13.

1.1.3 Sections 14 and 15 provide information on the reimbursement allowances available to salaried Members of the House, i.e. the Law Lords, Ministers and paid Office Holders.

1.2 Taxable status

1.2.1 All amounts paid in settlement of claims as detailed in this guide represent reimbursement of actual expenses arising out of unpaid parliamentary duty, rather than income from employment. Consequently, they are not subject to income tax, and need not be included on a tax return.

1.3 Members' Travel Card

1.3.1 Members are encouraged to use the Members' travel credit card when booking official ticketed parliamentary travel. Members who choose not to use the card when booking ticketed travel are required to provide vouchers if the cost of a return journey exceeds £100 (*the House Committee has agreed that this limit will reduce to £50 with effect from 1st December 2008*).

2. HOW TO CLAIM

2.1 The Finance Department

2.1.1 The reimbursement scheme is administered by the Members' Expenses Section in the Finance Department, House of Lords which also has access to the full record of Members' attendances at the House.

2.1.2 The Members' Expenses Section is housed in Room 645 on the sixth floor of Millbank House. The postal address is:

Finance Department
House of Lords
London
SW1A 0PW

2.1.3 A dedicated telephone number for Members to contact the office is **020 7219 6096**. The FAX number is 020 7219 2369 and the Finance Department's generic email address is findept@parliament.uk.

2.1.4 All requests for reimbursement must be submitted on the appropriate claim form. The latest version of the Attendance Expenses and Additional Office Costs claim forms are always available from the Printed Paper Office. Although certain claim forms are issued by the relevant department, most claim forms can be obtained from the Members' Expenses Section of the Finance Department and can also be found on the House of Lords Intranet under *All Other Services, Member Information*,

Expenses. Please refer to the relevant section of this guide for further information.

2.1.5 The reverse of the attendance expenses claim form contains a "quick guide" to the reimbursement scheme. This includes the current maxima of the allowances and the names of the staff to contact in the Members' Expenses Section. The "quick guide" is updated regularly and whenever the maxima of the allowances are increased, currently on 1st August each year.

2.1.6 It is not possible to cover in this guide every circumstance under which Members may be able to reclaim expenses. Members are therefore encouraged to contact the Members' Expenses Section, on the above telephone number, for general assistance or to discuss any particular points that arise from their claims.

3. GENERAL CONDITIONS RELATING TO CLAIMS AND ALLOWANCES

3.1 Eligibility to claim expenses

3.1.1 No Member may claim expenses unless they have taken the oath of allegiance or affirmed. Members on leave of absence are also ineligible to claim.

3.2 Time limit

3.2.1 Expenses claims must be submitted within three months of the expense arising.

3.3 Publication of information relating to Members' claims for expenses

3.3.1 Information on the expenses claimed by each Member is published annually on the Parliamentary website.

4 ATTENDANCE AT SITTINGS AT WESTMINSTER

4.1 General – Expenses Related to Attendance

4.1.1 The basic principle underlying the scheme is that the entitlement to recover expenses arises only in respect of attendance at sittings of the House (in the chamber) or its committees at Westminster. These are defined as:

- sittings of the House (excluding attendance at the State

Opening of Parliament and sittings for judicial business or any other sitting where no formal public business of the House takes place).

- meetings of committees and sub-committees of the House (except judicial business)
- meetings as a member of the Board of the Parliamentary Office of Science and Technology (POST)
- meetings as a member of the Parliamentary Broadcasting Unit Limited (PARBUL).

4.1.2 Members engaged on parliamentary business away from the House of Lords may only be reimbursed their expenses under the specific arrangements set out in sections 5 to 13 below. Costs incurred in respect of an attendance at any other meeting or visit, whether held at Westminster or not, cannot be recovered.

4.1.3 Members who wish to claim attendance expenses must complete and sign the attendance expenses claim form and forward it as soon as convenient after the end of each month, or period of claim, to the Members' Expenses Section. A Member's signature effectively certifies that the amount claimed has been spent for the purposes of parliamentary duties as set out above. Receipts are not currently required for attendance expenses (but see 1.3.1 and 4.2.6).

4.1.4 Claims for subsistence (4.4 and 4.5) and office costs (4.6) must not exceed the daily maxima for that category of expense aggregated over the period of the claim. For example, if a Member claims for 10 days' office costs it is possible to claim more than the normal maximum of £75 for any specific day(s) providing that the overall maximum of £750 (10 x £75) is not exceeded.

4.2 Travelling Expenses

General

4.2.1 Claims may be made for journeys between a Member's main place of residence in the United Kingdom and Westminster to enable the Member to attend sittings of the House. Claims for incidental travel costs (e.g. those arising from short distance journeys within a five mile radius of Westminster, tolls and car parking charges) are excluded as these are covered by the day subsistence allowance (4.5).

4.2.2 Members seeking to recover travel costs must register

their main place of residence with the Members' Expenses Section. Members with more than one main place of residence may register an alternative main residence (subject to the approval of the Clerk of the Parliaments) with the Members' Expenses Section for the purpose of claiming travelling expenses.

4.2.3 If a Member's main place of residence is outside the UK, travel costs may be reimbursed only **from the point of entry into the UK** in accordance with 4.2.4 to 4.2.16.

4.2.4 Members may recover the cost of fares incurred by them for travel by any public railway, sea, and air or bus service, or the costs of journey made by private car.

4.2.5 Details of the group personal accident insurance covering Members while travelling are given in section 16.

Rail and Air

4.2.6 **Members claiming reimbursement of ticketed travel costs are encouraged to make use of the Members' travel credit card, which enables costs to be met directly by the House.** Although use of the card is voluntary, Members not using the card are required to provide receipts or vouchers when submitting claims for ticketed travel in excess of £100 per return journey (*the House Committee has agreed that this limit reduces to £50 with effect from 1st December 2008*). Applications for Members' travel cards should be made to the Members' Expenses Section.

4.2.7 Members are entitled to claim the cost of first class tickets when travelling by rail and business class tickets when travelling by air. However, Members are expected to take advantage of any available cheap ticket facilities. The cost of rail cards, for example a senior citizen rail card, can be reimbursed. The Travel Office (located in the Palace of Westminster) is available as a service for Members of both Houses to book tickets, and significant discounts are available on many routes (020 7219 4232: hopttravel@carlsonwagonlit.co.uk).

4.2.8 Claims for rail travel may include the cost of sleeping berths and seat reservations. Costs of meals and refreshments may be reimbursed under day subsistence.

4.2.9 Claims for air travel may include fares for travel by coach between the airport and air terminal.

4.2.10 Members should use any Air Miles offered by airlines in connection with travel which they undertake in connection with attending a sitting of the House or on other parliamentary business to offset their future travel costs in relation to parliamentary business. Any such Air Miles should not be used for their personal benefit.

Road

4.2.11 Claims in respect of journeys by private car are payable at:

- 40p per mile up to 10,000 miles in the year ending 31 March; and
- 25p per mile for mileage in excess of 10,000 miles in the same year.

No other claims in respect of motoring expenses are reimbursable under the travelling expenses heading. Incidental travel costs such as tolls, congestion charges and car-parking charges can be claimed against the daily limit of the day subsistence allowance (4.5).

4.2.12 Double journeys are allowed if a Member's car takes them to/from a railway station or airport.

4.2.13 Claims in respect of hired cars/taxis may only be made on the same basis as for a privately owned car, i.e. Members can be reimbursed the normal mileage allowance for the miles actually travelled in the hired car/taxi.

4.2.14 Travel by private car can be considerably more expensive than by public transport and Members should use public transport wherever practicable.

4.2.15 Claims in respect of journeys undertaken by motorcycle are paid at the rate of 24p per mile.

4.2.16 Claims in respect of journeys undertaken by bicycle are paid at the rate of 20p per mile.

4.2.17 Claims for reimbursement of expenses incurred should be submitted on form AE (or form AE TC if the Member has been issued with a Members' travel credit card).

4.2.18 Should the House be recalled during a Parliamentary recess, Members who are away from their main place of residence may recover the costs necessarily incurred in attending a sitting of the House, including the cost of travel from overseas.

4.3 Spouses', Civil Partners' and Children's Travel

4.3.1 A Member may recover the costs incurred by their spouse or civil partner for up to six return journeys per calendar year between home and Westminster to attend Parliamentary occasions. A Member may also recover the costs incurred by each of their named children, up to the age of 18 (and children over 18 still in full time secondary education until the end of the academic year in which their 18th birthday falls) on the same basis. Such costs are reimbursed on the same basis as those for Members' travel (4.2).

4.3.2 Claims under this heading should clearly indicate whether the claim relates to the spouse/civil partner or a named child.

4.3.3 Claims for reimbursement of expenses incurred should be submitted on form SCT.

4.4 Night Subsistence

4.4.1 Members whose main residence is outside Greater London may claim for expenses of overnight accommodation in London while away from their only or main residence. The maximum daily limit is £174.

4.4.2 A Member whose main residence is outside Greater London and who maintains a residence in London for the purpose of attending sittings of the House may claim this allowance towards the cost of maintaining such a residence.

4.4.3 Claims for night subsistence are only permissible in respect of nights actually spent in London either immediately preceding or following attendance at a sitting or meeting described in paragraph 4.1.1 above. For example, a Member who necessarily travels to London on a Sunday and attends sittings of the House on Monday, Tuesday, Wednesday and Thursday and then returns home on Friday or later may claim night subsistence for a maximum of 5 nights at up to a

maximum of £174 per night (i.e. a maximum of £870 for the week). However, if the Member returned home on the Thursday evening, the maximum claim for night subsistence would be 4 nights at up to a maximum of £174 per night (i.e. a maximum of £696 for the week).

4.4.4 Members who choose to travel home each night or whose main residence is within Greater London cannot claim the night subsistence allowance.

4.4.5 Claims for reimbursement of expenses incurred should be submitted on form AE (or form AE TC if the Member has been issued with a Members' travel credit card).

4.5 Day Subsistence

4.5.1 Members may claim day subsistence costs within a daily limit of £86.50 for each day of attendance.

4.5.2 This allowance is intended to cover such items as the cost of meals and incidental travel costs not separately recoverable (e.g. journeys within a five mile radius of Westminster, taxi fares, tolls and car parking charges). It also includes an element to cover the costs of providing refreshments for a Member's visitors to the House on official business.

4.5.3 Claims for reimbursement of expenses incurred should be submitted on form AE (or form AE TC if the Member has been issued with a Members' travel credit card).

4.6 Office Costs

4.6.1 Members may claim office costs within a daily limit of £75.00 for each day of attendance.

4.6.2 Such claims may include the cost of secretarial help, research assistance, and additional expenses (e.g. providing and maintaining necessary office equipment, telephone, internet, computer and IT costs, domestic costs, purchase of books and periodicals and professional subscription charges which arise out of parliamentary duties).

Additional Office costs

4.6.3 Office costs may also be recovered in respect of a maximum of £3,000 (40 days @ £75) from 1 August to 31 July

when the House is not sitting, or the House is sitting but a Member does not attend.

4.6.4 Claims for reimbursement of expenses incurred under 4.6.1 should be submitted on form AE (or form AE TC if the Member has been issued with a Members' travel credit card) or form AOC if incurred under 4.6.3.

4.7 Expenses due to disability

4.7.1 Members who are disabled may recover the additional expenses of attending the House incurred by them because of their disablement and not recoverable within the normal daily limits. This may include the additional cost of travel, specialist assistance or equipment etc. Each case is considered on its merits. Applications should be submitted to the Members' Expenses Section, and are subject to the approval of the Clerk of the Parliaments.

4.7.2 Claims for reimbursement of expenses incurred should be submitted on form AE (or form AE TC if the Member has been issued with a Members' travel credit card).

5. TRAVEL ON UK PARLIAMENTARY BUSINESS

5.1 Definition

5.1.1 In addition to the normal travel arrangements, the cost of journeys made on parliamentary business within the United Kingdom away from Westminster may also be recovered. Claims for such travel are subject to prior approval.

5.2 Advance Notice

5.2.1 Members seeking reimbursement must obtain advance approval. Applications should be submitted to the Finance Department and are subject to the following conditions:

- the purpose of the visit is clearly related to the work of Parliament and does not include party political, personal or private business;
- claims are subject to the limitations outlined in paragraphs 4.2.4 - 4.2.16;

- the expenses are not recoverable from any other source;
- application for reimbursement must be submitted to the Members' Expenses Section at least one week before the date of the proposed journey;
- Members must confirm the actual travelling expenses incurred after the journey has been undertaken.

5.2.2 The Members' Expenses Section will advise the Member by letter whether or not the visit has been approved by the Clerk of the Parliaments. If approved a claim form will be forwarded to the Member which should be completed and returned to the Members' Expenses Section **together with bills and receipts for any travel expenses incurred.**

5.3 Insurance

5.3.1 Details of the group personal accident insurance covering Members while travelling are given in section 16.

5.4 Claim Forms

5.4.1 Requests for prior approval should be made on form UKT (A) or UKT FBS (A) as appropriate. Claims for reimbursement of costs incurred should be made on form UKT (C).

5.5 Industry and Parliament Trust

5.5.1 The costs of journeys on business connected with the Industry and Parliament Trust (IPT) may be claimed, so long as they meet the terms set out in 5.2.1 above. All other queries concerning claims should be referred to Nick Lee of the IPT on 020 7839 9400 or email fellowships@ipt.org.uk.

6 TRAVEL IN CONNECTION WITH THE ARMED FORCES PARLIAMENTARY SCHEME

6.1 Definition

6.1.1 The costs of travel incurred by Members participating in the Armed Forces Parliamentary Scheme (AFPS) may be claimed, so long as they meet the terms set out in 5.2.1 above.

All other claims should be addressed to the AFPS.

6.2 Office Costs

6.2.1 Members participating in the Armed Forces Parliamentary Scheme may recover office costs from the House of Lords, in accordance with section 4.6.2, subject to a daily limit of £75. Additionally office costs may be claimed for each day when travelling to or from the meeting. Members may claim under this heading providing a claim has not been made for the same day(s) under 4.6.1.

6.3 Accommodation Maintenance Allowance for Second Home

6.3.1 Members participating in the scheme who maintain a second residence in London for the purpose of attending sittings of the House may claim an allowance of up to £116 per night for continuing accommodation costs incurred whilst on a visit away from Westminster, on the same basis as the Night Subsistence Allowance (4.4.2).

6.4 Insurance

6.4.1 Details of the group personal accident insurance covering Members while travelling are given in section 16.

6.5 Claim Forms

6.5.1 Requests for prior approval should be made on form AFPS.

7 TRAVEL IN CONNECTION WITH THE LORDS OUTREACH PROGRAMME

7.1 Definition

7.1.1 Members taking part in the Lords Outreach Programme may recover the cost of journeys away from Westminster subject to the following conditions:

- the Member must be invited to participate by the Lord Speaker;

- claims for travel are subject to the limitations outlined in paragraphs 4.2.4 - 4.2.16;
- the expenses are not recoverable from any other source;
- Members must confirm the actual travelling expenses incurred after the journey has been undertaken;
- claims for reimbursement should be made through the Lord Speaker's Office.

7.2 Office Costs

7.2.1 Members taking part in the Lords Outreach Programme may recover office costs from the House of Lords, in accordance with section 4.6.2, subject to a daily limit of £75. Additionally office costs may be claimed for each day when travelling to or from the meeting. Members may claim under this heading providing a claim has not been made for the same day(s) under 4.6.1.

7.3 Accommodation Maintenance Allowance for Second Home

7.3.1 Members taking part in the Lords Outreach Programme who maintain a second residence in London for the purpose of attending sittings of the House may claim an allowance of up to £116 per night for continuing accommodation costs incurred whilst on a visit away from Westminster, on the same basis as the night Subsistence Allowance (4.4.2).

7.4 Insurance

7.4.1 Details of the group personal accident insurance covering Members while travelling are given in section 16.

7.5 Claim Forms

7.5.1 Claims for reimbursement of travel costs, and reimbursement of office costs and accommodation maintenance allowance, should be made on the relevant form obtainable from the Lord Speaker's Office.

8 TRAVEL TO SCOTTISH PARLIAMENT & DEVOLVED ASSEMBLIES

8.1 Definition

8.1.1 Members are able to recover the costs of travelling on Parliamentary duties between Westminster or their main residence and the Scottish Parliament or the Devolved Assemblies of Northern Ireland and Wales. The purpose of the visit must be clearly related to the work of Parliament and should not include party political, personal or private business; claims are restricted to a limit of two return journeys in any year from 1 April to 31 March.

8.2 Advance Notice

8.2.1 Members seeking reimbursement must obtain advance approval for the visit and applications should be submitted to the Finance Department at least one week in advance of the visit, giving details of:

- the visit's purpose;
- its destination(s);
- its duration;
- the persons or organisations to be met; and
- whether the Member requires overnight accommodation and would like reimbursement of these expenses to be considered for approval.

8.2.2 The Members' Expenses Section will advise the Member by letter whether or not the visit has been approved by the Clerk of the Parliaments. If approved, a claim form will be forwarded to the Member which should be completed and returned to the Members' Expenses Section **together with bills and receipts for any expenses incurred.**

8.3 Travelling expenses

8.3.1 The amount payable in respect of travel costs to/from Westminster or their main residence are subject to the limitations outlined in paragraphs 4.2.4 - 4.2.16.

8.4 Incidental Expenses

General

8.4.1 The rates set out in 8.4.2 and 8.4.3 are deemed to

cover all costs for accommodation, taxis, meals and refreshments. Information on these rates is held by the Members' Expenses Section. As the rates are based on rates for attending sittings of the House at Westminster, the expectation of the Clerk of the Parliaments is that the amounts claimed will be less in view of the differences in the cost of living outside the UK capital.

Day Incidental Expenses

8.4.2 An allowance may be claimed up to a maximum of £86.50 per day, for a maximum of two days, to cover additional expenses necessarily incurred in connection with the visit. **Receipts must be provided to support any claim.**

Overnight Incidental Expenses

8.4.3 If it is not practical for a Member to travel home and overnight accommodation is required, an additional amount to cover accommodation expenses for one night may be claimed up to a maximum of £174. Claims under this heading are subject to prior approval. **Receipts must be provided to support any claim.**

8.5 Insurance

8.5.1 Details of the group personal accident insurance covering Members are given in section 16.

8.6 Claim Forms

8.6.1 Requests for prior approval and claims for reimbursement of costs should be made on form DA (A). Claims for reimbursement of costs incurred should be made on form DA (C) which are available from the Members' Expenses Section of the Finance Department.

9 EUROPEAN TRAVEL ON PARLIAMENTARY BUSINESS

9.1 Definition

9.1.1 Members are able to recover the costs of a maximum of two return journeys in any year (from 1 April to 31 March)

for travelling on parliamentary duties between the United Kingdom and any:

- National parliament of a European Union state or a candidate country;
- European Union institution;
- National parliaments of the European Free Trade Association (EFTA);
- Council of Europe member states.

9.2 Advance Notice

9.2.1 Claims for reimbursement are subject to prior approval and the following conditions:

- the purpose of the visit must be clearly related to the work of Parliament and should not include party political, personal or private business;
- the persons or organisations to be visited, the destination and the duration of the visit must be given;
- the application for approval must be submitted to the Members' Expenses Section at least one week before the proposed journey. The Finance Department will arrange to obtain prior approval from the Clerk of the Parliaments;
- the expenses are not recoverable from any other source;
- Members must confirm the time spent away and travelling expenses after the journey has been undertaken.

9.2.2 The Members' Expenses Section will advise the Member by letter whether or not the visit has been approved by the Clerk of the Parliaments. If approved a claim form will be forwarded to the Member which should be completed and returned to the Members' Expenses Section **together with bills and receipts for any travel and accommodation expenses incurred.**

9.3 Travelling expenses

9.3.1 The amount payable in respect of travel, by any means, out of and into the United Kingdom is restricted to a maximum of the business class return fare between a station or airport serving London or the area of the Member's main residence and a station or airport serving the city visited. Travel

costs to and from the point of exit from and entry to the UK can be claimed on the same terms as for expenses in attending sittings of the House with receipts submitted when necessary (see sections 4.2.4 - 4.2.16).

9.4 Subsistence expenses

9.4.1 Members are entitled to a subsistence allowance limited to a maximum of two nights (48 hours) calculated at the Foreign and Commonwealth Office Class A standard subsistence rate current at the time of the visit. The standard subsistence rate is deemed to cover all costs for accommodation, taxis, meals and refreshments. Information on these rates is held by the Members' Expenses Section. **Receipts should be provided for any accommodation expenses incurred.**

9.4.2 Subsistence is calculated from the time that a Member leaves Westminster or their main residence until their return. Subsistence rates are set in the local currency of the country being visited, but reimbursement will be paid in sterling.

9.5 Insurance

9.5.1 Details of the group personal accident insurance covering Members are given in section 16.

9.6 Claim Forms

9.6.1 Requests for prior approval should be made on form EUT (A) and claims for reimbursement of costs should be made on form EUT (C) which are available from the Members' Expenses Section of the Finance Department.

10 SELECT COMMITTEE VISITS

10.1 Travel

10.1.1 Travel arrangements for select committee meetings held away from Westminster, in the UK or overseas, are made by the Committee Office, which meets the costs directly. Costs of travel from home to the starting point for a visit (see 4.2), and of any necessary overnight stay at the start or end of the visit (see 10.5.1), should be reclaimed through the Clerk of the relevant committee.

10.2 Day Subsistence

10.2.1 Day subsistence costs for select committee meetings

held away from Westminster are met directly by the Committee Office or paid at standard Government subsistence rates appropriate to the location. Members are not entitled to claim their subsistence costs under the arrangements in place for attendance at Westminster.

10.3 Office Costs

10.3.1 Members undertaking select committee visits may recover office costs from the House of Lords, in accordance with section 4.6.2, subject to a daily limit of £75. Additionally office costs may be claimed for each day when travelling to or from the destination. Members may claim under this heading providing a claim has not been made for the same day(s) under 4.6.1.

10.4 Accommodation Maintenance Allowance for Second Home

10.4.1 Members who maintain a second residence in London for the purpose of attending sittings of the House may claim an allowance of up to £116 per night for continuing accommodation costs incurred whilst on a committee visit away from Westminster, on the same basis as the Night Subsistence Allowance (4.4.2).

10.5 Night Subsistence

10.5.1 If it is essential for a Member to spend a night in London immediately before or after a committee visit and it is not possible to attend the House on that day, a claim for night subsistence under the terms set out in 4.4 may be made. Such claims are subject to the prior approval of the Clerk of the committee.

10.6 Insurance

10.6.1 Details of the group personal accident insurance covering Members are given in section 16.

10.7 Claim forms

10.7.1 Claim forms (reference CV) for reimbursement of expenses incurred are available from the Clerk of the relevant committee.

11. PARLIAMENTARY DELEGATIONS

11.1 Travel and Subsistence

11.1.1 Members may reclaim travel and subsistence costs incurred in the United Kingdom or overseas by members of the official parliamentary delegations to the parliamentary assemblies of the:

- **Council of Europe**
- **Western European Union**
- **North Atlantic Treaty Organisation**
- **Organisation for Security and Co-operation in Europe**

The delegations are administered by the House of Commons Overseas Office in accordance with the rules agreed by both Houses. Full details of these arrangements are set out in the Administrative Guide for Members of the United Kingdom Delegations, a copy of which is provided, on the appointment of a delegate, by the Overseas Office in the House of Commons.

11.1.2 Whilst travelling on or participating as a member of a parliamentary delegation, Members are not entitled to claim their subsistence costs under the arrangements in place for attendance at Westminster.

11.1.3 For meetings held away from Westminster, in the UK or overseas, travel is arranged by the Delegation Secretary. Costs are normally met directly by the House of Commons Overseas Office. Costs of travel from home to the starting point for a visit may be claimed as detailed in 4.2 above.

11.2 Office Costs

11.2.1 Members attending Parliamentary Delegations may recover office costs from the House of Lords, in accordance with section 4.6.2, subject to a daily limit of £75. Additionally office costs may be claimed for each day when travelling to or from the destination. Members may claim under this heading providing a claim has not been made for the same day(s) under 4.6.1.

11.3 Accommodation Maintenance Allowance for Second Home

11.3.1 Members who maintain a second residence in London for the purpose of attending sittings of the House may claim an allowance of £116 per night for continuing accommodation costs incurred whilst on a Parliamentary Delegation away from Westminster, on the same basis as the Night Subsistence Allowance (4.4.2).

11.4 Night Subsistence

11.4.1 If it is essential for a Member to spend a night in London immediately before or after a delegation visit and they are not able to attend the House on that day a claim for night subsistence in the terms set out in 4.4 may be made. Such claims are subject to the prior approval of the Clerk of the House of Lords Overseas Office. For further details on claiming night subsistence please contact Rhodri Walters.

11.5 Expenses of a Rapporteur

11.5.1 If a member attends a delegation in the capacity of Rapporteur then only office costs and the accommodation maintenance allowance for a second home may be claimed (11.2 to 11.3) above. Other expenses, including those outlined in 11.1 and 11.2, cannot be claimed under this scheme but should be met by the organisation which appointed the Rapporteur.

11.6 Insurance

11.6.1 Details of the group personal accident insurance covering Members are given in section 16.

11.7 Claim forms

11.7.1 Claims for reimbursement under 11.1.1 should be made on Parliamentary Delegation claim forms which are available from the House of Commons Overseas Office. For expenses incurred under 11.2 to 11.4 claim form reference PD should be used which is available from the Members' Expenses Section of the Finance Department.

12. TRAVEL AS A REPRESENTATIVE OF THE HOUSE

12.1 Travel and Subsistence

12.1.1 Authority may be granted by the Overseas Office for Members to travel as a representative of the House. In such cases certain expenses will be met. Details may be obtained from the House of Lords Overseas Office (020 7219 3218).

12.2 Office Costs

12.2.1 Members travelling as a representative of the House may recover office costs from the House of Lords, in accordance with section 4.6.2, subject to a daily limit of £75. Additionally office costs may be claimed for each day when travelling to or from the destination. Members may claim under this heading providing a claim has not been made for the same day(s) under 4.6.1.

12.3 Accommodation Maintenance Allowance for Second Home

12.3.1 Members who maintain a second residence in London for the purpose of attending sittings of the House may claim an allowance of £116 per night for continuing accommodation costs incurred whilst travelling as a representative of the House away from Westminster, on the same basis as the Night Subsistence Allowance (4.4.2).

12.4 Insurance Costs

12.4.1 Details of the group personal accident insurance covering Members are given in section 16.

12.5 Claim forms

12.5.1 Claims for reimbursement should be made on form ROH which is available from the Overseas Office.

13 OTHER MEETINGS AND VISITS MANDATED BY THE HOUSE

13.1 Official Business

13.1.1 In addition to participation in the official business set out in the foregoing sections, certain expenses may be

recovered in respect of participation by Members at other business away from Westminster mandated by the House. This business is:

- **British American Parliamentary Group**
- **British-Irish Inter-Parliamentary Body (BIIPB)**
- **Commonwealth Parliamentary Association**
- **House of Commons Members' Fund - meetings**
- **Inter-Parliamentary Union**
- **Intelligence & Security Committee - meetings**
- **Parliamentary Contributory Pension Fund - meetings**

13.1.2 A letter from the secretariat of the parliamentary group concerned, confirming brief details including dates of attendance, is required to accompany claims.

13.1.3 The expenses which may be recoverable are limited to those set out in 13.2 and 13.3. All other expenses claims should be referred to the relevant body or, in the case of the British-Irish Inter-Parliamentary Body, c/o Amanda Healy (Administrator BIIPB), Westminster House, 7 Millbank, London SW1P 3JA.

13.2 Office Costs

13.2.1 Members participating under section 13.1.1 may recover office costs from the House of Lords, in accordance with section 4.6.2, subject to a daily limit of £75. Additionally office costs may be claimed for each day when travelling to or from the destination. Members may claim under this heading providing a claim has not been made for the same day(s) under 4.6.1

13.3 Accommodation Maintenance Allowance for Second Home

13.3.1 Members who maintain a second residence in London for the purpose of attending sittings of the House may claim an allowance of £116 per night for continuing accommodation costs incurred whilst attending meetings or conferences away

from Westminster, on the same basis as the Night Subsistence Allowance (4.4.2).

13.4 Insurance

13.4.1 Details of the group personal accident insurance covering Members are given in section 16.

13.5 Claim forms

13.5.1 Claims for reimbursement of expenses incurred under 13.2 and 13.3 should be made on form OMV which is available from the Members' Expenses Section of the Finance Department.

14 LAW LORDS

14.1 Travelling Expenses

14.1.1 Lords of Appeal in Ordinary (the "Law Lords") are able to claim travel expenses between their main residence and Westminster at any time during the law term (claim form reference LLT).

15 MINISTERS AND PAID OFFICE HOLDERS

15.1 Secretarial Expenses

15.1.1 Ministers and other paid Office Holders in the House of Lords are able to recover expenses for secretarial assistance certified as incurred by them in the performance of Parliamentary duties. The maximum amount recoverable in the twelve month period commencing 1 August 2008 is £5,658.

15.2 Spouses', Civil Partners' and Children's Travel

15.2.1 A Lords' Minister or paid Office Holder whose main residence for travelling purposes is outside Greater London may claim for the cost of journeys undertaken between home and Westminster by his or her spouse/civil partner and dependant children up to a limit of 15 return journeys per calendar year. To qualify a child must be under the age of 18 unless in full time secondary education, when claims may be

made until the end of the academic year on which their 18th birthday falls. Expenses may be recovered subject to the conditions set out in 4.2.2 to 4.2.16.

15.3 Claim forms

15.3.1 Claims for reimbursement should be made on form MOSPT which is available from the Members' Expenses Section of the Finance Department.

16 MEMBERS' PERSONAL ACCIDENT INSURANCE

16.1 Summary

16.1.1 The House maintains an insurance policy to cover Members for accidents whilst on the Parliamentary Estate, whilst travelling between home and the House (section 4 and 14) and whilst travelling on official parliamentary business for the following purposes:

- Travel under the UK Parliamentary Business travel scheme (section 5)
- Armed Forces Parliamentary scheme (section 6)
- Lords Outreach Programme (section 7)
- Travel re Scottish Parliament and Devolved Assemblies (section 8)
- European travel on parliamentary business (section 9)
- Select Committee visits (section 10)
- Parliamentary Delegations (section 11)
- Travel as a representative of the House (section 12)
- Other meetings and visits mandated by the House (as defined in section 13)

It should be noted that insurance cover when travelling is only available when undertaking journeys specified above. Cover is not available for Members' spouses, civil partners, or children.

Cover is provided for Members until they have attained their 85th birthday, although medical cover does not apply from age 75 if the journey is in excess of 30 days. Members should consult the policy for full details to ascertain if this provides sufficient personal cover. The policy can be viewed on the

Finance Department's intranet page. Please contact the Members' Expenses Section of the Finance Department should further information be required.

16.2 Excluded Countries

16.2.1 Cover is not automatic in respect of travel to certain countries. Currently, the Finance Department must give prior notification to the insurer for journeys to Afghanistan, Chechnya, Iraq or Yemen.

16.3 Claims

16.3.1 The Finance Department should be notified of any claims.

17 FREE POSTAGE

17.1 Envelopes and Postcards

17.1.1 Postage-paid envelopes and postcards are available from the Printed Paper Office (PPO) for Members' correspondence on Parliamentary business. Supplies may be collected by Members in person, or by Members' staff if authorised in advance by the Member concerned. Those collecting envelopes and postcards will be asked to sign for them.

17.1.2 A maximum of 100 of each type of envelope or postcard may be issued to a Member on any one day. Small quantities (up to 50 in total with a maximum of 10 of each type) may be sent by post to Members' private addresses on receipt by the PPO of a signed order form.

17.1.3 For further details or forms please contact the PPO (tel: extension 3960 or 3038, or email to quing@parliament.uk).

17.1.4 Members are reminded that prepaid envelopes and postcards may not be used:

- For correspondence of a business, commercial or personal nature;
- For the correspondence of a parliamentary group which includes persons other than

- parliamentarians;
- In connection with party political fund raising or campaigning;
- For issuing circulars of any description (i.e. an unsolicited letter sent in identical or near identical form to a number of addresses);
- For internal mail (mail within the Parliamentary estate); or
- For overseas mail (including Europe and the Republic of Ireland).

17.1.5 Members are also asked to recognise the need to avoid wastage of prepaid envelopes and postcards, on which the House will have already paid the postal charge. In particular, envelopes and cards should not be used for making notes or for internal mail of any kind; nor should they be left unused and forgotten in an office. Although there is no formal limit on the number of prepaid envelopes available to Members, Members are nevertheless asked to keep their requests to modest numbers.

18 BROADBAND COSTS

18.1 A Member who has been issued with an official laptop computer is entitled to apply for an ASDL connection for which no charge is made. If this is not technically possible Members may claim a contribution of up to £15 a month towards the cost of a cable connection. Further details and forms are available from PICT (020 7219 2001).

19 LANGUAGE TRAINING FOR MEMBERS

19.1 Definition

19.1.1 Members may recover the cost of attending foreign language classes arranged by the Foreign & Commonwealth Office. The language course consists of an initial registration followed by a total of 10 hours of consultations. The Member will be required to confirm that all of the consultations have been attended before reimbursement may be made. For full details of courses please contact Edina Kulenovic at the Foreign & Commonwealth Office on 0207 008 0336.

19.2 Advance Notice

19.2.1 Members seeking reimbursement must obtain prior approval. Applications are only admissible if the course would help the Member in the performance of Parliamentary duties. On receipt of the application the Finance Department will arrange to obtain prior approval from the Clerk of the Parliaments.

19.3 Claim Forms

9.3.1 Requests for prior approval should be made on form LT (A) and claims for reimbursement of costs on completion of the course should be made on form LT (C). Both forms are available from the Members' Expenses Section of the Finance Department.

20 FINANCIAL ASSISTANCE TO OPPOSITION PARTIES IN THE HOUSE OF LORDS “CRANBORNE MONEY”

20.1 A scheme for providing financial assistance to the Official Opposition and the second largest opposition party in the House of Lords to assist them in carrying out their parliamentary business was introduced in October 1996. The scheme was extended in October 1999 to include assistance for the Convenor of the Cross-Bench Peers.

20.2 The amounts payable are uprated annually in April in line with the retail prices index. The sums claimed by the parties and the Convenor are subject to independent audit.

20.3 Each party is responsible for the allocation of its individual entitlement and any matters concerning financial assistance should be referred to the Leader of the Party concerned or to the Convenor.