



HOUSE OF LORDS

GUIDE

TO

FINANCIAL SUPPORT FOR MEMBERS

November 2010

FINANCIAL SUPPORT AND THE CODE OF CONDUCT

The Code of Conduct for Members of the House of Lords states that Members 'should act always on their personal honour' and 'shall act in accordance with any rules agreed by the House in respect of financial support for Members'.

Members of the House should observe the seven general principles of conduct. These principles will be taken into consideration when any allegation of breaches of the provisions in other sections of the Code is under investigation:

(a) Selflessness: Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

(b) Integrity: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

(c) Objectivity: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

(d) Accountability: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

(e) Openness: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

(f) Honesty: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

(g) Leadership: Holders of public office should promote and support these principles by leadership and example.

A breach of the rules relating to financial support for Members constitutes a breach of the Code of Conduct. A breach could lead to an investigation by the House of Lords Commissioner for Standards.

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HOUSE OF LORDS

GUIDE TO FINANCIAL SUPPORT FOR MEMBERS

I. INTRODUCTION

I.1. Background

- I.1.1. This guide relates to the new system of financial support for Members with effect from 1 October 2010. Most Members of the House of Lords do not receive a salary in respect of their Parliamentary duties. Members may, however, be entitled to financial support arising out of these duties, in accordance with this guidance which is based on Resolutions of the House. The scheme rules are applied by the Clerk of the Parliaments who is the Accounting Officer for the House of Lords.
- I.1.2. It is not possible to cover in this guide every circumstance under which Members may be able to reclaim expenses. Members should contact the Members' Finance Section for general assistance or to discuss any particular points that arise from their claims.
- I.1.3. Section 16 provides information on the reimbursement of expenses available to salaried Ministers and salaried Office Holders.

I.2. Taxable status

- I.2.1. Membership of the House of Lords is neither an employment nor an office (except for Members who are salaried Ministers or salaried Office Holders). Neither tax nor National Insurance Contributions (NICs) are payable on the allowances Members receive in connection with their Parliamentary activities and need not be included on a tax return.

I.3. The Members' Finance Section

- I.3.1. The arrangements for financial support are administered by the Members' Finance Section in the Finance Department. The Members' Finance Section is currently located in Room 505 on the fifth floor, 14 Tothill Street.

Postal address: Finance Department
House of Lords
London
SW1A 0PW

Telephone: 020 7219 6096 email address: findept@parliament.uk.

- I.3.2. All requests for financial support must be submitted on the appropriate claim form. The latest version of the attendance claim form is 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' Finance Section. The forms can also be found on the House of Lords intranet under Lords Online Members' Centre, Allowances (<http://intranet.parliament.uk/finances/allowances/peers-allowances/>).

2. GENERAL INFORMATION RELATING TO CLAIMS

2.1. Eligibility to claim

- 2.1.1. No Member may claim the daily allowance or reimbursement of expenses unless they have taken the oath of allegiance or affirmed and signed an undertaking to abide by the Code of Conduct. Members on leave of absence are ineligible to claim.

2.2. Time limit for submission of claims

- 2.2.1. Claims must be received by the Finance Department within one month from the end of the calendar month in which the entitlement to claim arose. For example, a claim for the daily allowance and expenses relating to January must be received by the Finance Department before the end of February.

2.3. Payment of claims

- 2.3.1. The Finance Department will make payments to Members monthly in arrears. Should the Finance Department be unable to authorise an amount claimed because it falls outside the guidelines, then this would normally be deducted from the amount claimed and the Member advised accordingly.

2.4. Publication of information

- 2.4.1. Information on the allowances and expenses paid to each Member will be published on the Parliamentary website.
- 2.4.2. Additional correspondence and information may be made available following requests under the Freedom of Information Act. What, if any, information is released will depend on the individual nature of the request.

2.5. Audit

- 2.5.1. Claims for financial support are subject to both internal and external audit. As part of the process, a sample of claims, receipts and other declarations will be audited each year.

2.6. Breach of the Code of Conduct – complaints

- 2.6.1. Any complaint alleging that a Member of the House of Lords has breached the Code of Conduct should be sent in writing to:

The House of Lords Commissioner for Standards
House of Lords
London
SW1A 0PW

3. ENTITLEMENT TO CLAIM

3.1. Attendance at Westminster

3.1.1. The basic principle underlying the scheme is that the entitlement to claim arises only in respect of attendance at sittings of the House or its committees at Westminster. These are defined as:

- sittings in the chamber of the House when formal public business takes place;
- sittings of the Grand Committee when formal public business takes place;
- voting in a division;
- meetings of committees and sub-committees of the House (providing the Member's attendance is recorded in the minutes);
- 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).

3.2. Parliamentary business away from Westminster

3.2.1. Financial Support is also available for certain other Parliamentary business away from Westminster as follows:

- participation in select committee visits;
- participation in official Parliamentary delegations away from Westminster of the:
 - Parliamentary Assembly of the Council of Europe,
 - European Security and Defence Assembly,
 - NATO Parliamentary Assembly,
 - Parliamentary Assembly of the OSCE;
- travel as a representative of the House;
- participation in the Lords Outreach Programme;
- participation in certain other meetings and visits mandated by the House as follows:
 - British American Parliamentary Group,
 - British-Irish Parliamentary Assembly (BIPA),
 - Commonwealth Parliamentary Association,
 - Inter-Parliamentary Union,
 - House of Commons Members' Fund – meetings,
 - Intelligence & Security Committee – meetings,
 - Parliamentary Contributory Pension Fund – meetings;
- travel in connection with the Armed Forces and Police Service Parliamentary Schemes;
- travel in the UK on Parliamentary business;
- travel to the Scottish Parliament and devolved assemblies;
- European travel on Parliamentary business.

3.3. Record of attendances at Westminster

- 3.3.1. Members' attendance in the chamber is noted and subsequently recorded by the Journal Office. The Finance Department will contact the Member should a claim be received for a date where there is no record of attendance. If attendance has not been recorded the Finance Department can accept a written self-certified attendance for one date of attendance per Member per session only. Any further self-certified attendances will be referred to the Finance Director, and any appeal beyond that will be referred to the Clerk of the Parliaments whose decision is final.

4. DAILY ALLOWANCE

- 4.1.1. Unsalaries Members¹ who certify that they have carried out appropriate Parliamentary work are entitled to claim a daily allowance of £300 for each qualifying day of attendance at Westminster.
- 4.1.2. A Member may, on a day by day basis, elect to claim a reduced allowance at a daily rate of £150.
- 4.1.3. Members who do not wish to claim the allowance for any particular day of attendance need not do so.
- 4.1.4. A Member who has claimed a daily allowance for a qualifying day of attendance at Westminster may not also claim the reduced daily allowance in respect of Parliamentary business away from Westminster on the same day.
- 4.1.5. Claims must be submitted on form AE (or form AETC if the Member has been issued with a Members' travel credit card).

¹ Members not in receipt of a Ministerial or Office Holder's salary.

5. TRAVEL EXPENSES

5.1. General

- 5.1.1. Members who live outside Greater London may recover travel expenses for journeys between a registered address and Westminster to enable them to attend sittings of the House. A maximum of one journey in each direction may be claimed for each day of attendance.
- 5.1.2. Members may recover the cost of fares incurred by them for travel by any public railway, sea, air or bus service, or the costs of journeys made by private car, motorcycle or bicycle. Certain road tolls, parking and taxi fares may also be recovered. Members should use the most cost effective method of travel practicable.

5.2. Registered address

- 5.2.1. Travel expenses can only be reimbursed if an address has been formally registered with the Finance Department. Only one address may be registered for this purpose. Form ROA is available for this purpose.
- 5.2.2. If a Member's registered address is outside the UK, travel costs may be reimbursed only from the point of entry into the UK. If a separate ticket from the point of entry into the UK was not purchased then a ticket or receipt covering the entire journey will be acceptable, as evidence of expenditure of the notional cost of the journey from the point of entry.

5.3. Rail and air

- 5.3.1. Members are entitled to be reimbursed for train travel up to the maximum cost of a standard open ticket and up to the cost of a business class ticket when travelling by air. However, Members are expected to take advantage of any available cheap ticket facilities. Members are encouraged to book tickets through the Travel Office which is located in the Palace of Westminster (020 7219 4232; parliamentarytraveloffice@parliament.uk).
- 5.3.2. Members may recover the cost of a weekly season ticket where this represents a saving over the cost of daily tickets for each day of attendance.
- 5.3.3. Additionally Members may claim for:
- the cost of rail cards (for example a senior citizens' railcard),
 - the cost of seat reservations on rail travel.

5.4. Road

- 5.4.1. Claims for mileage are payable at the standard rate set by HMRC:
- car – 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;
 - motorcycle – 24p per mile;

- bicycle – 20p per mile.

- 5.4.2. If a Member's private vehicle takes them to/from a railway station or airport, a return journey is permitted.
- 5.4.3. Claims in respect of hired cars/taxis can be reimbursed at the normal mileage rate for the miles actually travelled in the hired car/taxi. This section does not apply if claiming reimbursement under section 5.5.5.
- 5.4.4. Only one Member may make a claim for each journey, per vehicle.

5.5. Parking, road tolls and taxis

- 5.5.1. Members travelling from their registered address **outside Greater London** may recover the costs incurred of necessary parking at stations and airports for each day of attendance. In incurring such costs Members should have regard to value for money. The costs of valet services or any penalties incurred are not recoverable. As an alternative to parking costs a contribution towards the cost of a taxi may be claimed.
- 5.5.2. Members may recover the costs of parking at UK airports for each day of attendance up to a maximum daily amount which will be set by the Finance Department for each airport based on the cost of on-airport long-stay parking.
- 5.5.3. Members may recover a contribution towards the costs of parking at UK railway stations up to a maximum of £10 for each day of attendance.
- 5.5.4. Members may recover a contribution towards the costs of parking at UK coach stations or ports for each day of attendance up to a maximum daily amount which will be set by the Finance Department for each location based on the cost of long-stay parking.
- 5.5.5. As an alternative to parking costs Members may claim a contribution towards the cost of taxis to UK rail/coach stations or airports or ports, up to a maximum of £10 for each day of attendance. This section does not apply if claiming reimbursement under section 5.4.3.
- 5.5.6. Members may recover the cost of road tolls (but not congestion charges) up to the price for a car (if car mileage is claimed) or motorcycle (if motorcycle mileage is claimed).

5.6. Receipts and documentation

- 5.6.1. Tickets or receipts must be submitted to support all claims for travel irrespective of cost, except for mileage or when tickets are purchased using the Members' travel credit card. Documentation must comply with the following requirements:
- Air travel – the ticket or receipt showing details of the journey and the amount paid;
 - Rail travel – the ticket or receipt showing details of the journey and the amount paid;

- Railcards – a copy of the railcard;
- Bus, coach or ferry – the ticket or receipt showing details of the journey and the amount paid;
- Oyster pay as you go – an official statement of journeys made;
- Car parking – the ticket, receipt or official statement showing the location, date(s) and cost;
- Road tolls – the receipt or official statement of account (eg DART-TAG);
- Taxis – the receipt showing the name of the taxi operator, the date of travel and the fare paid.

5.6.2. All documentation must provide evidence of payment. The Finance Department will not be able to reimburse claims without the relevant supporting documentation as specified in section 5.6.1.

5.7. Members' travel credit card

5.7.1. Members claiming reimbursement are encouraged to make use of the Members' travel credit card which enables costs to be met directly by the House. Applications for Members' travel credit cards should be made to the Members' Finance Section.

5.8. Air miles

5.8.1. Members should use any Air Miles offered by airlines in connection with travel which they undertake in 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.

5.9. Recall of Parliament

5.9.1. Should the House be recalled during a Parliamentary recess, Members may recover the costs necessarily incurred in attending a sitting of the House, including the cost of travel from overseas.

5.10. Claims

5.10.1. All claims for expenses must be supported by receipts. Claims for reimbursement of expenses incurred must be submitted on form AE (or form AETC if the Member has been issued with a Members' travel credit card).

6. SPOUSES', CIVIL PARTNERS' AND CHILDREN'S TRAVEL

- 6.1.1. Unsalaries Members who live outside Greater London may recover travel expenses for journeys undertaken by their spouse or civil partner between their registered address and Westminster. Reimbursement of expenses is limited to six return journeys per calendar year relating to days when the House is sitting.
- 6.1.2. Members 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.
- 6.1.3. Claims under this heading should clearly indicate whether the claim relates to the spouse/civil partner or a named child.
- 6.1.4. Reimbursement of travel costs is subject to the limitations set out in section 5. The contribution towards the costs of parking or taxis is limited to £10 for each day of travel.
- 6.1.5. All claims for expenses must be supported by appropriate receipts. Claims for reimbursement of expenses incurred under this section should be submitted on form SCT.

7. SELECT COMMITTEE VISITS

7.1. Travel

- 7.1.1. Travel arrangements for select committee meetings and official business held away from Westminster, in the UK or overseas, are made by the Committee Office, which meets the costs directly. Costs of travel from a Member's registered address, London home or Westminster to the starting point for a visit should be reclaimed through the clerk of the relevant committee. Travel claims from home to the starting point are subject to the limitations set out in section 5.

7.2. Subsistence and accommodation

- 7.2.1. Subsistence and accommodation costs for select committee meetings and official business held away from Westminster are met directly by the Committee Office or paid at standard Government subsistence rates appropriate to the location.

7.3. Daily allowance

- 7.3.1. The reduced daily allowance of £150 may be claimed for each day of the visit. This may also be claimed when travelling to or from the meeting, up to a maximum of two additional days.

7.4. Claims

- 7.4.1. All claims for expenses must be supported by appropriate receipts. Claim forms are available from the clerk of the relevant committee.

8. PARLIAMENTARY DELEGATIONS

8.1. Travel and subsistence

8.1.1. Specified Members may reclaim travel and subsistence costs incurred in the United Kingdom or overseas by members of the official Parliamentary delegations to the:

- Parliamentary Assembly of the Council of Europe
- European Security and Defence Assembly
- NATO Parliamentary Assembly
- Parliamentary Assembly of the OSCE

The delegations are administered by the House of Commons Overseas Office in accordance with 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.

8.1.2. 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 a Member's registered address, London home or Westminster to the starting point for a visit may be claimed subject to the limitations set out in section 5.

8.2. Daily allowance

8.2.1. The reduced daily allowance of £150 may be claimed for each day of the visit. This may also be claimed when travelling to or from the meeting, up to a maximum of two additional days.

8.3. Expenses of a Rapporteur

8.3.1. If an unsalaried Member attends a delegation in the capacity of Rapporteur then expenses, including those outlined in section 8.1, cannot be claimed under this scheme but should be met by the organisation which appointed the Rapporteur.

8.4. Claims

8.4.1. All claims for expenses must be supported by appropriate receipts. Claims for reimbursement of expenses should be made on Parliamentary Delegation claim forms which are available from the House of Commons Overseas Office. Claims for the daily allowance should be made on form PD which is available from the Members' Finance Section.

9. TRAVEL AS A REPRESENTATIVE OF THE HOUSE

9.1. Travel and subsistence

9.1.1. Members may be appointed to travel as representatives of the House. Costs of travel from a Member's registered address, London home or Westminster may be claimed subject to the limitations set out in section 5. Details may be obtained from the House of Lords Overseas Office.

9.2. Daily allowance

9.2.1. The reduced daily allowance of £150 may be claimed for each day of the visit. This may also be claimed when travelling to or from the meeting, up to a maximum of two additional days.

9.3. Claims

9.3.1. All claims for expenses must be supported by appropriate receipts. Claims for reimbursement of expenses should be made to the House of Lords Overseas Office. Claims for the reduced daily allowance claim should be made on form ROH, which is available from the Members' Finance Section.

10. TRAVEL IN CONNECTION WITH THE LORDS OUTREACH PROGRAMME

10.1. Background

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

- the visit must be approved in advance by the Lord Speaker;
- expenses claimed must not be recoverable from any other source.

10.2. Travel

10.2.1. Costs of travel from a Member's registered address, London home or Westminster may be claimed subject to the limitations set out in section 5.

10.3. Daily allowance

10.3.1. The reduced daily allowance of £150 may be claimed for each day of the visit.

10.4. Overnight accommodation and incidental expenses

10.4.1. Members may recover the cost of accommodation (if an overnight stay is necessary), taxis, meals, refreshments and other additional expenses necessarily incurred.

10.5. Claims

10.5.1. All claims for expenses must be supported by appropriate receipts. Claim form LSO is available from the Lord Speaker's Office.

11. OTHER MEETINGS AND VISITS MANDATED BY THE HOUSE

11.1. Parliamentary business

11.1.1. The reduced daily allowance may be payable in respect of participation by Members in other mandated Parliamentary business. This covers delegations and meetings of the:

- British American Parliamentary Group,
- British-Irish Parliamentary Assembly (BIPA),
- Commonwealth Parliamentary Association,
- Inter-Parliamentary Union,
- House of Commons Members' Fund – meetings,
- Intelligence & Security Committee – meetings,
- Parliamentary Contributory Pension Fund – meetings.

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

11.2. Daily allowance

11.2.1. The reduced daily allowance of £150 may be claimed for each day of the visit. This may also be claimed when travelling to or from the meeting, up to a maximum of two additional days. The allowance may only be claimed in relation to days when the House is sitting.

11.3. Claims

11.3.1. All claims for expenses must be supported by appropriate receipts. Claims in respect of the reduced daily allowance should be made on form OMV.

11.3.2. Any other expense claims should be referred to the relevant body.

12. TRAVEL IN CONNECTION WITH THE ARMED FORCES AND POLICE SERVICE PARLIAMENTARY SCHEMES

12.1. Background

12.1.1. Certain expenses incurred by Members participating in the Armed Forces Parliamentary Scheme (AFPS) and the Police Service Parliamentary Scheme (PSPS) may be claimed so long as they meet the terms set out below. All other claims should be addressed to the AFPS or PSPS as appropriate.

12.2. Advance approval

12.2.1. Members seeking reimbursement must obtain advance approval using form AFPS(A) which is available from the Members' Finance Section. Applications are subject to the following conditions:

- the expenses must not be recoverable from any other source;
- the application for advance approval must be submitted to the Members' Finance Section at least one week before the date of the proposed journey.

12.2.2. The Members' Finance Section will advise the Member in writing whether or not the visit has been approved. If approved, a claim form will be forwarded to the Member.

12.3. Travel

12.3.1. Reimbursement of travel costs within the United Kingdom from a Member's registered address, London home or Westminster, incurred whilst participating in the AFPS and PSPS may be claimed subject to the limitations set out in section 5.

12.4. Daily allowance

12.4.1. The reduced daily allowance of £150 may be claimed for each day of the visit. The allowance may only be claimed on days when the House is sitting.

12.5. Claims

12.5.1. All claims for expenses must be supported by appropriate receipts. Claims for reimbursement of costs incurred should be made on form AFPS(C).

13. TRAVEL ON UK PARLIAMENTARY BUSINESS

13.1. Background

13.1.1. In certain circumstances the cost of travel made on Parliamentary business within the United Kingdom away from Westminster may be recovered.

13.2. Advance approval

13.2.1. Members seeking reimbursement must obtain advance approval using form UKT(A) or UKTFBS(A) which are available from the Members' Finance Section. Applications are subject to the following conditions:

- the purpose of the visit must be clearly related to Parliamentary business and should not include party political, personal or private business;
- travel claims are subject to the limitations set out in section 5;
- the expenses must not be recoverable from any other source;
- the application for advance approval, including the proposed itinerary and agenda for the visit, must be submitted to the Members' Finance Section at least one week before the proposed journey.

13.2.2. The Members' Finance Section will advise the Member in writing whether or not the visit has been approved. If approved, a claim form will be forwarded to the Member.

13.3. Claims

13.3.1. All claims for expenses must be supported by appropriate receipts. Claims for reimbursement of travel costs incurred should be made on form UKT(C).

13.4. Industry and Parliament Trust

13.4.1. The costs of travel on business connected with the Industry and Parliament Trust (IPT) may be claimed, so long as they meet the terms set out in 13.2.1 above. All other queries concerning claims should be referred to the IPT.

14. TRAVEL TO SCOTTISH PARLIAMENT & DEVOLVED ASSEMBLIES

14.1. Background

14.1.1. Members are able to recover the costs of travelling on Parliamentary business between their registered address, London home or Westminster and the Scottish Parliament or the devolved assemblies of Northern Ireland and Wales. The purpose of the visit must be clearly related to Parliamentary business 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.

14.2. Advance approval

14.2.1. Members seeking reimbursement must obtain advance approval for the visit using form DA(A) which is available from the Members' Finance Section. Applications are subject to the following conditions:

- 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.

14.2.2. The Members' Finance Section will advise the Member in writing whether or not the visit has been approved. If approved, a claim form will be forwarded to the Member.

14.3. Travel expenses

14.3.1. The amounts payable in respect of travel costs from a Member's registered address, London home or Westminster are subject to the limitations set out in section 5.

14.4. Overnight accommodation and incidental expenses

14.4.1. Members may recover the cost of accommodation (if an overnight stay is necessary), taxis, meals, refreshments and other additional expenses necessarily incurred in connection with the visit for a maximum of two days. The maximum recoverable is subject to House limits.

14.5. Claims

14.5.1. All claims for expenses must be supported by appropriate receipts. Claims for reimbursement of costs incurred should be made on form DA(C).

15. EUROPEAN TRAVEL ON PARLIAMENTARY BUSINESS

15.1. Background

15.1.1. Members are able to recover the costs of a maximum of two return journeys in any year (from 1 April to 31 March) for travel on Parliamentary business between their registered address in the United Kingdom, London home or Westminster and any:

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

15.2. Advance approval

15.2.1. Members seeking reimbursement must obtain advance approval for the visit using form EUT(A), which is available from the Members' Finance Section. Applications are subject to the following conditions:

- the purpose of the visit must be clearly related to Parliamentary business 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 advance approval, including the proposed itinerary and agenda for the visit, must be submitted to the Members' Finance Section at least one week before the proposed journey;
- the expenses must not be recoverable from any other source.

15.2.2. The Members' Finance Section will advise the Member in writing whether or not the visit has been approved. If approved, a claim form will be forwarded to the Member.

15.3. Travel expenses

15.3.1. Travel expenses may be reimbursed between a station or airport serving their registered address in the United Kingdom, London home or Westminster and a station or airport serving the city visited. Travel costs to and from the point of exit from, and entry to the UK are subject to the limitations set out in section 5.

15.3.2. If travelling by Eurostar, travel up to the cost of standard premier may be reimbursed.

15.4. Subsistence expenses

15.4.1. Members are entitled to subsistence 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' Finance Section.

- 15.4.2. Subsistence is calculated from the time that a Member starts their journey until their return. Subsistence rates are set in the local currency of the country being visited, but reimbursement will be paid in sterling.

15.5. Claims

- 15.5.1. All claims for expenses must be supported by appropriate receipts and Members must confirm the time spent away, from the start of their journey until their return. Claims for reimbursement of expenses should be made on form EUT(C).

16. SALARIED MINISTERS AND SALARIED OFFICE HOLDERS

16.1. Secretarial expenses

16.1.1. Salaried Ministers and salaried Office Holders 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 2010 is £5,930.

16.2. Spouses', civil partners' and children's travel

16.2.1. Salaried Ministers and salaried Office Holders who live outside Greater London may recover travel expenses for journeys undertaken by their spouse or civil partner between their registered address and Westminster. Reimbursement of expenses is limited to fifteen return journeys per calendar year.

16.2.2. Members 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.

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

16.2.4. These travel costs are subject to the limitations set out in section 5. The contribution towards the costs of parking or taxis is limited to £10 for each day of travel.

16.3. Travel expenses

16.3.1. Salaried Office Holders, but not salaried Ministers, who live outside Greater London may recover travel expenses for travel between their registered address and Westminster. Travel claims are subject to the limitations set out in section 5.

16.4. Claims

16.4.1. All claims for expenses must be supported by appropriate receipts. Claims for reimbursement of spouses', civil partners' and children's travel should be made on form MOSPT. Claims for reimbursement of secretarial expenses should be made on form MOSA.

17. ADDITIONAL EXPENSES AVAILABLE TO MEMBERS WITH A DISABILITY

17.1. Background

17.1.1. Members with a disability may recover additional expenses due to their disability. Each case will be considered on its own merits.

17.2. Advance approval

17.2.1. Applications, which must be made in writing, are subject to the following conditions;

- the expense claimed must be necessary to enable the Member to attend the House;
- the expense claimed must not be recoverable within the normal limits;
- prior approval must be sought by submitting an application to the Members' Finance Section.

17.2.2. Examples of expenses which may be claimed include the additional costs of travel and specialist assistance or equipment. Members will be advised in writing if their application is approved. This will set out the expenses which may be claimed and any agreed financial limits.

17.3. Review

17.3.1. The entitlement to claim expenses due to a disability will be reviewed periodically.

17.4. Claims

17.4.1. All claims for expenses must be supported by appropriate receipts and documentation (for example, a copy of an assistant's contract of employment). Claims for reimbursement of expenses incurred should be submitted on form AE.

18. FREE POSTAGE

18.1. Envelopes and postcards

- 18.1.1. 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.
- 18.1.2. 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. For further details contact the PPO.
- 18.1.3. 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).
- 18.1.4. 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.

19. LANGUAGE TRAINING FOR MEMBERS

19.1. Background

19.1.1. Members may recover the cost of attending foreign language classes arranged by the Foreign & Commonwealth Office. Each 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 the Foreign & Commonwealth Office on 020 7008 0336.

19.2. Advance approval

19.2.1. Members seeking reimbursement must obtain prior approval using form LT(A). Applications are only admissible if the course would help the Member in the performance of Parliamentary duties. Applications for approval should be sent to the Members' Finance Section.

19.2.2. The Members' Finance Section will advise the Member in writing whether or not the training has been approved. If approved, a claim form will be forwarded to the Member.

19.3. Claims

19.3.1. All claims for expenses must be supported by appropriate receipts. Claims for reimbursement of costs on completion of the course should be made on form LT(C) which is available from the Members' Finance Section.

20. MEMBERS' PERSONAL INJURY & TRAVEL INSURANCE

20.1. Summary

20.1.1. The House maintains a personal accident and business travel insurance policy to cover Members for accidents whilst on the Parliamentary Estate, and accidents and certain other risks whilst travelling between home and the House for official Parliamentary business and whilst travelling on official Parliamentary business for the following purposes:

- Select Committee visits,
- Parliamentary delegations,
- travel as a representative of the House,
- participation in the Lords Outreach Programme,
- other meetings and visits mandated by the House,
- travel in connection with the Armed Forces and Police Service Parliamentary schemes,
- UK Parliamentary business,
- travel to the Scottish Parliament and devolved assemblies,
- European travel on Parliamentary business.

20.1.2. Insurance cover when travelling is only available when undertaking journeys specified above. Cover is not available for Members' spouses, civil partners, or children.

20.1.3. Members should consult the policy for full details to ascertain if this provides sufficient personal cover. The policy can be viewed on the intranet Finances page under finances/insurance/lords-insurance. Please contact the Members' Finance Section should further information be required.

20.2. Excluded countries

20.2.1. Cover is not automatic in respect of travel to Afghanistan, Iran, Iraq, Somalia, Yemen or the Israeli Occupied Territories. If you intend to travel to any of these countries and wish to be covered by the policy please contact the Members' Finance Section who will be able to advise further.

20.3. Claims

20.3.1. The Members' Finance Section should be notified of any claims.

SUMMARY TABLE

Attendance at Westminster (unsalaried Members)

	Daily allowance	Travel	Spouse/civil partner and children's travel
Sittings of the House and Select Committee Meetings at Westminster	£300 or £150	Yes	6 return journeys per year

Parliamentary business away from Westminster (unsalaried Members)

	Daily allowance	Travel	Overnight costs	Day subsistence	Accommodation costs for the night before/after
Select Committee visits and official business	£150	Met directly	Met directly	Met directly, subject to FCO rates/House limits	Yes (exceptionally) hotel costs, subject to prior approval and House limits
Members of Parliamentary delegations					
Travel as a representative of the House					
Lords outreach programme					
Other mandated Parliamentary business: BAPG, BIPA, CPA, IPU, HoCMF, ISC, PCPF	£150 (if the House is sitting)	No. Met directly by the relevant body	No. Met directly by relevant body	No. Met directly by relevant body	No
Armed Forces and Police Service Parliamentary Scheme business (UK activities only)		Yes, subject to prior approval			
UK travel on Parliamentary business	No	Yes, subject to prior approval	No	No	No
Travel to Scottish Parliament and devolved assemblies			Yes, subject to prior approval and House limits	Yes, subject to prior approval and House limits	
European travel on Parliamentary business			Yes, FCO rates for up to 48 hours	Yes, FCO rates for up to 48 hours	

Salaried Members

	Salary	Travel	Secretarial costs	Spouse/civil partner and children's travel
Minister	Paid by department	Paid by department	Max £5,930 pa	15 return journeys per year
Office holder	Paid by House	Yes		