



HOUSE OF LORDS

**GUIDE
TO
FINANCIAL SUPPORT FOR MEMBERS**

February 2012



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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 in public life. 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 system of financial support for Members which came into effect on 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, as set out in this guide which is based on Resolutions of the House and reports and decisions of the House Committee. The scheme rules are applied by the Finance Director on behalf of 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 and allowances. 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 expenses and allowances Members receive in connection with their Parliamentary activities and they 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 located in room 2-03 on the second floor of Millbank House.

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 or can be found on the House of Lords intranet.

(<http://intranet.parliament.uk/finances/allowances/peers-allowances/>)

2. GENERAL INFORMATION RELATING TO CLAIMS

2.1. Eligibility to claim

2.1.1. The financial support for Members detailed in this guide relates to unsalaried Members, i.e. those not in receipt of a Ministerial or Office Holder's salary, unless otherwise specified.

2.1.2. 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. Submission of claims

2.2.1. One attendance claim should be completed and submitted for each calendar month. Claims submitted must be hard copy and bear an original signature.

2.3. Time limit for submission of claims

2.3.1. 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.

2.4. Payment of claims

2.4.1. 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.

2.5. Publication of information

2.5.1. Information on the allowances and expenses paid to each Member, including free postage costs, will be published on the Parliamentary website on a monthly basis. 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.

2.6. Audit

2.6.1. 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.

2.7. Breach of the Code of Conduct – complaints

2.7.1. 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 business takes place;
- sittings of the Grand Committee;
- 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).

3.2. Parliamentary business away from Westminster

3.2.1. Financial Support is also available for certain other Parliamentary business away from Westminster² as follows:

- participation in select committee visits (section 7);
- participation in official Parliamentary delegations of the Parliamentary Assembly of the Council of Europe, NATO Parliamentary Assembly and Parliamentary Assembly of the OSCE (section 8);
- travel as a representative of the House (section 9);
- participation in the Lords Outreach Programme (section 10);
- participation in certain other meetings and visits mandated by the House (section 11) as follows:
 - British American Parliamentary Group (BAPG);
 - British-Irish Parliamentary Assembly (BIPA);
 - Commonwealth Parliamentary Association UK Branch (CPAUK);
 - British Group Inter-Parliamentary Union (BGIPU);
 - House of Commons Members' Fund (HoCMF) – meetings;
 - Intelligence & Security Committee (ISC) – meetings;
 - Parliamentary Contributory Pension Fund (PCPF) – meetings;
- travel in connection with the Armed Forces and Police Service Parliamentary Schemes (section 12);
- travel in the UK on Parliamentary business (section 13);

¹ Appearing as a witness before a committee does not constitute attendance.

² i.e. not on the Parliamentary Estate.

- travel to the Scottish Parliament and devolved assemblies (section 14);
- European travel on Parliamentary business (section 15).

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 financial year (1 April to 31 March). 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. General

- 4.1.1. Members³ 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 the reduced allowance at the 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. The reduced daily allowance may be claimable in respect of participation by Members in certain other mandated Parliamentary business away from Westminster, as set out in sections 7-12 below.
- 4.1.5. 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.

4.2. Claims

- 4.2.1. Claims must be submitted on form AE (or form AETC if the Member has been issued with a Members' travel credit card).

³ 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 residential address and Westminster by a reasonable route 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 rail, 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.
- 5.1.3. Members cannot claim for any travel within London unless it forms part of their journey between their registered residential address outside London and Westminster. Members cannot claim for taxis within London.
- 5.1.4. Members are required to sign a declaration that expenses are not claimed from any other source.

5.2. Registered residential address

- 5.2.1. Travel expenses can only be reimbursed if a residential address outside Greater London has been formally registered with the Finance Department. Only one address may be registered for this purpose. A Declaration of Principal Residence given under the previous arrangements (May–September 2010) will continue to be valid for this purpose.

The address should be registered on form ROA. The completed form should be submitted together with a copy of one of the following documents which must bear the name of the Member and the address in question, or a satisfactory alternative:

- Utility bill (not more than 3 months old);
 - Bank, building society or credit card statement (not more than 3 months old);
 - Current house or car insurance policy;
 - Current mortgage statement, tenancy agreement or document of title;
 - Valid UK driving licence.
- 5.2.2. If a Member's registered residential 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

- 5.3.1. Members are entitled to be reimbursed for rail travel up to the maximum cost of a standard open ticket for the same type of ticket as actually bought, e.g. if a return ticket is bought the maximum reimbursable would be the cost of a standard open return and not the cost of two standard open single tickets. 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 for rail travel;
 - rail sleeper services (single occupancy berths permitted);

5.4. Air

- 5.4.1. Members are entitled to be reimbursed for the cost of a business class ticket. Members are expected to take advantage of any available cheap ticket facilities. Members are encouraged to book their tickets through the Travel Office which is located in the Palace of Westminster (020 7219 4232; parliamentarytraveloffice@parliament.uk).
- 5.4.2. Members should use any Air Miles (Avios) 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.

5.5. Car, motorcycle and bicycle mileage

- 5.5.1. Claims for mileage are payable at the standard rate set by HMRC:⁴
- car – 45p 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.
- 5.5.2. If a Member's private vehicle takes them to/from a railway station or airport, a return journey is permitted.
- 5.5.3. Only one Member may make a claim for each journey, per vehicle.

⁴<http://www.hmrc.gov.uk/payee/rates-thresholds.htm#8>

5.6. Road tolls

- 5.6.1. 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).

5.7. Parking

- 5.7.1. Members travelling from their registered residential address outside Greater London may recover a maximum contribution of up to £15 for each day of attendance for necessary parking when using a UK airport, railway station, coach station or port serving that address. In incurring such costs Members should have regard to value for money.
- 5.7.2. Members cannot claim for valet services, any penalties incurred, or parking at any London airport or other London terminal.

5.8. Taxis

- 5.8.1. As an alternative to parking costs a contribution towards the cost of taxis may be claimed for journeys from a Member's registered residential address outside Greater London to the station or airport serving that address. The contribution is limited to a maximum of £15 for each day of attendance.
- 5.8.2. Members who have not claimed a contribution towards the cost of taxis under 5.8.1 may claim for reimbursement at the normal mileage rate (section 5.5.1) for the miles actually travelled in the taxi.
- 5.8.3. Members cannot claim for:
- both parking and taxi costs on the same occasion;
 - taxis within London (except under pre-authorized disability provision);
 - taxis to or from any London airport or other London terminal.

5.9. Receipts and documentation

- 5.9.1. 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. The Finance Department will not be able to reimburse claims without the relevant supporting documentation. 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 receipt or railcard showing the amount paid;
 - Bus, coach or ferry – the ticket or receipt showing details of the journey and the amount paid;

- Oyster pay as you go – a TfL (Transport for London) statement of journeys made and amounts paid;
- Car parking – the ticket, receipt or official statement showing the location, date(s) and amount paid;
- Road tolls – the receipt or official statement of account (eg DART-TAG) showing details and the amount paid;
- Taxis – the receipt showing the name of the taxi operator, the date of travel and the amount paid.

5.10. Members' travel credit card

5.10.1. Members are encouraged to make use of the Members' travel credit card for reimbursable travel (except for car mileage) which enables costs to be met directly by the House. Applications for Members' travel credit cards should be made to the Members' Finance Section.

5.11. Recall of Parliament

5.11.1. 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.

5.12. Claims

5.12.1. All claims for expenses must be supported by appropriate 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). The form must show the registered residential address from which any travel is being claimed.

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

6.1. General

- 6.1.1. Members who live outside Greater London may recover travel expenses for journeys undertaken by their spouse or civil partner between their registered residential 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 £15 for each day of travel.

6.2. Claims

- 6.2.1. All claims for expenses must be supported by appropriate receipts. Claims for reimbursement of expenses incurred under this section must 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 residential address, London home or Westminster to the starting point for a visit should be reclaimed through the clerk of the relevant committee, 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 HMRC subsistence rates appropriate to the location.

7.3. Reduced daily allowance

7.3.1. The reduced daily allowance of £150 may be claimed for each day of the formal programme of the visit. This may also be claimed when travelling to or from the meeting, up to a maximum of two additional days providing that the days claimed match the days covered by the travel arrangements recommended by the Committee Office.

7.3.2. A Member may not claim the allowance for attending a meeting or visit if the daily allowance, or reduced daily allowance, has also been claimed for attendance elsewhere on the same day.

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 as members of the official Parliamentary delegations to the:

- Parliamentary Assembly of the Council of Europe;
- 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 residential 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. Reduced daily allowance

8.2.1. The reduced daily allowance of £150 may be claimed for each day of the formal programme of the visit. This may also be claimed when travelling to or from the meeting, up to a maximum of two additional days providing that the days claimed match the days covered by the travel arrangements recommended by the House of Commons Overseas Office.

8.2.2. A Member may not claim the allowance for attending a delegation if the daily allowance, or reduced daily allowance, has also been claimed for attendance elsewhere on the same day.

8.3. Expenses of a Rapporteur

8.3.1. If a 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. Members acting in the capacity of rapporteur are entitled to claim the reduced daily allowance as in 8.2 but only for days when the House is sitting providing:

- The Member obtains prior approval via the Finance Department at least one week before any visit;
- Confirmation of the status of the rapporteur work is provided by the Commons Overseas Office or inter-Parliamentary Assembly concerned;
- Satisfactory confirmation of attendance is provided.

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 reduced 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 residential 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. Reduced daily allowance

9.2.1. The reduced daily allowance of £150 may be claimed for each day of the formal programme of the visit. This may also be claimed when travelling to or from the meeting, up to a maximum of two additional days providing that the days claimed match the days covered by the travel arrangements recommended by the House of Lords Overseas Office.

9.2.2. A Member may not claim the allowance as a representative of the House if the daily allowance, or reduced daily allowance, has also been claimed for attendance elsewhere on the same day.

9.3. Claims

9.3.1. All claims for expenses must be supported by appropriate receipts. Claims for the reduced daily allowance and reimbursement of expenses should be made on form ROH available from the House of Lords Overseas Office.

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 residential address, London home or Westminster may be claimed subject to the limitations set out in section 5.

10.3. Reduced daily allowance

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

10.3.2. A Member may not claim the allowance for a visit if the daily allowance, or reduced daily allowance, has also been claimed for attendance elsewhere on the same day.

10.4. Incidental and overnight accommodation expenses

10.4.1. Members may recover the cost of taxis, meals, refreshments, exceptionally accommodation if an overnight stay is necessary, 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. Eligible Groups

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

- British American Parliamentary Group (BAPG);
- British-Irish Parliamentary Assembly (BIPA);
- Commonwealth Parliamentary Association UK Branch (CPAUK);
- British Group Inter-Parliamentary Union (BGIPU);
- House of Commons Members' Fund (HoCMF) – meetings;
- Intelligence & Security Committee (ISC) – meetings;
- Parliamentary Contributory Pension Fund (PCPF) – 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.

11.1.3. Activities of other All Party Parliamentary Groups are not covered by this system of financial support.

11.2. Reduced daily allowance

11.2.1. The reduced daily allowance of £150 may be claimed for each day of the formal programme of the meeting or visit attended. This may also be claimed when travelling to or from the meeting, up to a maximum of two additional days, providing that the days claimed match the days covered by the travel arrangements recommended by the relevant secretariat. The allowance may only be claimed for days when the House is sitting.

11.2.2. A Member may not claim the allowance for attending a meeting or visit if the daily allowance, or reduced daily allowance, has also been claimed for attendance elsewhere on the same day.

11.3. Claims

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

12.2.2. The Members' Finance Section will advise the Member in writing whether 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 residential 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. Reduced daily allowance

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

12.4.2. A Member may not claim the allowance for a day of participation if the daily allowance, or reduced daily allowance, has also been claimed for attendance elsewhere on the same day.

12.5. Claims

12.5.1. Claims for expenses must be supported by appropriate receipts. Claims 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) (shadow front bench spokespersons) which are available from the Members' Finance Section. Applications are subject to the following conditions:

- 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 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.

13.2.2. The Members' Finance Section will advise the Member in writing whether 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 residential 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 must state the visit's purpose, destination(s) and 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. The expenses must not be recoverable from any other source.

14.2.2. The Members' Finance Section will advise the Member in writing whether 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 residential address, London home or Westminster are subject to the limitations set out in section 5.

14.4. Incidental expenses and overnight accommodation

14.4.1. Members may recover the cost of parking, taxis, meals, refreshments, accommodation (if an overnight stay is necessary) 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 residential 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 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 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 expenses must not be recoverable from any other source.

15.2.2. The Members' Finance Section will advise the Member in writing whether the visit has been approved and if so the level of support available. 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 the Member's registered residential 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 may be entitled to subsistence limited to a maximum of 48 hours calculated at the HMRC worldwide subsistence rate current at the time of the

visit. The standard subsistence rate is deemed to cover all costs relating to parking, taxis, meals and refreshments.

15.4.2. Subsistence is calculated from the time when 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. Accommodation expenses

15.5.1. Members may be entitled to accommodation expenses limited to a maximum of two nights at the HMRC worldwide subsistence room rate current at the time of the visit.

15.6. Claims

15.6.1. All claims for expenses must be supported by appropriate receipts. 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 amount recoverable in any twelve month period commencing 1 August is subject to the specified maximum.

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 residential 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 £15 for each day of travel.

16.3. Claims

16.3.1. 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.

16.4. Travel expenses

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

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. Advance approval must be sought by submitting an application to the Members' Finance Section. 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;
- the nature of the disability, and the nature, duration and estimated cost of the support sought must be stated.

17.2.2. Requests by disabled Members for additional financial support may be referred to the senior consultant occupational physician for assessment.

17.2.3. Members will be advised in writing whether their application is approved. This will set out the expenses which may be claimed and any agreed financial limits.

17.3. Claims

17.3.1. All claims for expenses must be supported by appropriate receipts and documentation (for example, a copy of an assistant's current contract of employment). Claims for reimbursement of expenses incurred should be submitted on form AE, or any other forms specified by Members' Finance.

17.4. Review

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

18. LANGUAGE TRAINING FOR MEMBERS

18.1. Background

18.1.1. 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.

18.2. Advance approval

18.2.1. 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.

18.2.2. The Members' Finance Section will advise the Member in writing whether the training has been approved. If approved, a claim form will be forwarded to the Member.

18.3. Claims

18.3.1. 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.

19. MEMBERS' PERSONAL INJURY & TRAVEL INSURANCE

19.1. Summary

19.1.1. 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.

19.1.2. Insurance cover when travelling is only available when undertaking journeys specified above. Cover is not available for Members' spouses, civil partners, or children. Members undertaking journeys in respect of All Party Parliamentary Group business other than the BAPG are not covered by this policy.

19.1.3. Members should consult the policy for full details to ascertain whether this provides sufficient personal cover. The policy can be viewed here <http://intranet.parliament.uk/finances/insurance/lords-insurance/>. Please contact the Members' Finance Section should further information be required.

19.2. Excluded countries

19.2.1. 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.

19.3. Claims

19.3.1. 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)

	Reduced daily allowance	Travel	Accommodation and subsistence
Select Committee visits and official business	£150	Yes or Met directly	Yes or Met directly Subject to HMRC rates/ House limits
Members of Parliamentary delegations			
Travel as a representative of the House			
Lords outreach programme			
Other mandated Parliamentary business: BAPG, BIPA, CPAUK, BGIPU, HoCMF, ISC, PCPF	£150 (if the House is sitting)	No. May be met directly by the relevant body	No. May be met directly by the relevant body
Rapporteur to a Parliamentary delegation		Yes subject to prior approval	
Armed Forces and Police Service Parliamentary Scheme business (UK activities only)			
UK travel on Parliamentary business	No	Yes subject to prior approval	No
Travel to Scottish Parliament and devolved assemblies			Yes up to 2 days subject to prior approval and House limits
European travel on Parliamentary business		Yes subject to prior approval	Yes up to 2 days subject to prior approval and HMRC rates

Salaried Members

	Daily allowance	Travel	Secretarial costs	Spouse/civil partner and children's travel
Minister	No	Paid by department	Yes within annual max	15 return journeys per year
Office holder	No			

