



MEMBERS' REIMBURSEMENT

ALLOWANCE SCHEME

GENERAL GUIDE

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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 £159.50 per night	max £79.50 per day	Yes	max £69 per day	No			
	Select Committee Visits	met directly	met directly	Yes/met directly	max £69 per day	max £106.50 per night			
	Members of parliamentary delegations	Foreign & Commonwealth Office rates	Foreign & Commonwealth Office rates	Yes	max £69 per day	max £106.50 per night			
	UK travel on parliamentary business	No	No	Yes	No	No	max 40 days @ £69 per day	6 return journeys each per year	Yes
	Travel to EU Institutions	Foreign & Commonwealth Office rates	Foreign & Commonwealth Office rates	Yes	No	No			
	Other visits as specified in section 10	No	No	No	max £69 per day	max £106.50 per night			
	Travel as a Representative of the House	met directly	met directly	met directly	max £69 per day	max £106.50 per night			
	Law Lord	No		Yes	No			No	
	Minister	Allowance payable with salary by departments	No	No	max £5,192 pa	No			
	Office Holder	Allowance payable with salary		Yes					15 return journeys each per year
Salared Members									

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 October 2004 (Cm 6354). Subsistence allowances are updated 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 to EU Institutions - see section 6;
- participation in select committee visits - see section 7;
- participation in official Parliamentary delegations away from Westminster - see section 8;
- travel as a representative of the House - see section 9;
- participation in certain other meetings and visits mandated by the House - see section 10.

1.1.3 Sections 11 and 12 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. From April 2007 Members who choose not to use the card when booking ticketed travel will be required to provide vouchers if the cost of a return journey exceeds £100.

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 a 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 forms are available from the Members' Expenses Section (unless otherwise stated) and from the Finance Department's Intranet page.

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 in August of 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 should 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 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)
- 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 10 below. Costs incurred in respect of an attendance at any other meeting, 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 (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 maximum for that category of expenses 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 £69 for any specific day(s) providing that the overall maximum of £690 (10 x £69) is not exceeded.

4.2 Travelling Expenses (Forms ME1 and ME1CC)

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 with the Members' Expenses Section for the purpose of claiming travelling expenses. Registration is subject to the approval of the Clerk of the Parliaments.

4.2.3 If a Member's main place of residence is outside the UK, travel costs may be reimbursed **from the point of entry into the UK** in accordance with 4.2.4 to 4.2.15.

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 13.

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 will be required to provide receipts or vouchers when submitting claims for ticketed travel after 1 April 2007 in excess of £100 per return journey. 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 is available as a service for members of both Houses to book tickets, and significant discounts are available on many routes (020 7219 4232: hoptravel@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.

Road

4.2.10 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).

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

4.2.12 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.

4.2.13 Travel by private car is considerably more expensive than by public transport and Members should therefore use public transport wherever practicable.

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

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

Recall of the House

4.2.16 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 (Form ME3)

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.

4.4 Night Subsistence (Form ME1)

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 £159.50.

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 £159.50 per night (i.e. a maximum of £797.50 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 £159.50 per night (i.e. a maximum of £638 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.

4.5 Day Subsistence (Form ME1)

4.5.1 Members may claim day subsistence costs within a daily limit of £79.50 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.

4.6 Office Costs (Form ME1)

4.6.1 Members may claim office costs within a daily limit of £69.00 for each day of attendance.

4.6.2 Such claims may include the cost of secretarial help, research assistance, and additional expenses (eg domestic costs, purchase of books and periodicals and professional subscription charges which arise out of parliamentary duties).

Additional Office costs (Form ME2)

4.6.3 Office costs may also be recovered in respect of a maximum of £2,760 (40 days @ £69) from 1 August to 31 July

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

4.7 Expenses due to disability (Form ME1)

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.

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 the prior approval of the Clerk of the Parliaments and 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 - 4.2.15;
- 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 Industry and Parliament Trust and Armed Forces Parliamentary Scheme

5.2.1 The costs of journeys on business connected with the Industry and Parliament Trust (IPT) or Armed Forces Parliamentary Scheme (AFPS) may be claimed, so long as they

meet the terms set out above. All other claims should be addressed to the IPT or AFPS.

5.3 Insurance

5.3.1 Details of the group personal accident insurance covering Members while travelling are given in section 13.

5.4 Claim Forms

5.4.1 Requests for prior approval should be made on form ME4 A (see 5.1.1) or ME4 B (see 5.2.1) as appropriate. Claims for reimbursement of costs incurred should be made on form number ME4 C.

6 TRAVEL TO EU INSTITUTIONS

6.1 Definition

6.1.1 Members are able to recover the costs of travelling on parliamentary duties between the United Kingdom and any European Union institution in Brussels, Luxembourg or Strasbourg or the national parliament of a European Union state or a candidate country. This is subject to a limit of two return journeys in any year from 1 April to 31 March.

6.2 Advance Notice

6.2.1 Members seeking reimbursement must obtain advance approval for the visit from the Clerk of the Parliaments. Applications should be submitted to the Finance Department at least one week in advance of the visit, giving details of:

- (i) the visit's purpose;
- (ii) its destination(s);
- (iii) its duration; and
- (iv) the persons or organisations to be met.

Application forms are available from the Members' Expenses Section.

6.2.2 The Members' Expenses Section will advise the Member whether or not the visit has been approved by the

Clerk of the Parliaments, enclosing a claim form to be submitted after the visit. Claim forms should be completed and returned to the Members' Expenses Section **together with bills and receipts for any travel expenses incurred.**

6.3 Travelling expenses

6.3.1 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.

6.4 Subsistence expenses

6.4.1 Members are entitled to a subsistence allowance limited to 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.

6.4.2 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.

6.5 Insurance

6.5.1 Details of the group personal accident insurance covering Members are given in section 13.

6.6 Claim Forms

6.6.1 Requests for prior approval should be made on form ME5 A and claims for reimbursement of costs should be made on form ME5 C.

7 SELECT COMMITTEE VISITS

7.1 Travel

7.1.1 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 7.5.1), should be reclaimed through the committee clerk. Travel and subsistence claim forms are available from the Committee Office.

7.2 Day Subsistence

7.2.1 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.

7.3 Office Costs (Form ME6)

7.3.1 Office costs are recoverable on the same basis as for attendance at the House (4.6).

7.4 Accommodation Maintenance Allowance for Second Home (Form ME6)

7.4.1 Members who maintain a second residence in London for the purpose of attending sittings of the House may claim an allowance of up to £106.50 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).

7.5 Night Subsistence (Form ME6)

7.5.1 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.

7.6 Insurance

7.6.1 Details of the group personal accident insurance covering Members are given in section 13.

8 PARLIAMENTARY DELEGATIONS

8.1 Travel and Subsistence

8.1.1 The payment of 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, the Western European Union, NATO and the Organisation for Security and Co-operation in Europe, is 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 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.

8.1.3 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.

8.2 Claim Forms

8.2.1 Claims for reimbursement should be made on Parliamentary Delegation claim forms which are available from the House of Commons Overseas Office.

8.3 Office Costs (Form ME7)

8.2.1 Office costs are recoverable from the House of Lords on the same basis as for attendance at the House (4.6). Additionally office costs may be claimed for each day when travelling to or from the meeting providing a claim has not also been made for those days under 4.6.

8.4 Accommodation Maintenance Allowance for Second Home (Form ME7)

8.4.1 Members who maintain a second residence in London for the purpose of attending sittings of the House may claim an allowance of up to £106.50 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).

8.5 Night Subsistence (Form ME7)

8.5.1 If it is essential for a Member to spend a night in London immediately before or after a delegation visit and is 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.

8.6 Expenses of a Rapporteur

8.5.1 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 (8.3 to 8.4) above. Other expenses are met by the organisation which appointed the Rapporteur.

8.7 Insurance

8.7.1 Details of the group personal accident insurance covering Members are given in section 13.

9 TRAVEL AS A REPRESENTATIVE OF THE HOUSE

9.1 Travel and Subsistence

9.1.1 All expenses are met by the Overseas Office which has responsibility for travel by Members as representatives of the House (whether in the UK or overseas). Details may be obtained from the House of Lords Overseas Office (020 7219 3218).

9.2 Office Costs (Form ME8)

9.2.1 Office costs are recoverable on the same basis as for attendance at the House (4.6). Additionally office costs may be

claimed for each day when travelling to or from the meeting providing a claim has not also been made for those days under 4.6.

9.3 Accommodation Maintenance Allowance for Second Home (Form ME8)

9.3.1 Members who maintain a second residence in London for the purpose of attending sittings of the House may claim an allowance of up to £106.50 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).

9.4 Insurance Costs

9.4.1 Details of the group personal accident insurance covering Members are given in section 13.

10 OTHER MEETINGS AND VISITS MANDATED BY THE HOUSE

10.1 Official Business

10.1.1 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 - Annual Conference only**
- **British-Irish Inter-Parliamentary Body (BIIPB)**
- **Commonwealth Parliamentary Association - Annual Conference only**
- **House of Commons Members' Fund - meetings**
- **Inter-Parliamentary Union - Annual Spring and Autumn Assemblies only**
- **Intelligence & Security Committee - meetings**
- **Parliamentary Contributory Pension Fund - meetings**

10.1.2 The expenses which may be recoverable are limited to those set out in 10.2 and 10.3. 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.

10.2 Office Costs (Form ME9)

10.2. Office costs are recoverable on the same basis as for attendance at the House (4.6). Additionally office costs may be claimed for each day when travelling to or from the meeting providing a claim has not also been made for those days under 4.6.

10.3 Accommodation Maintenance Allowance for Second Home (Form ME9)

10.3.1 Members who maintain a second residence in London for the purpose of attending sittings of the House may claim an allowance of up to £106.50 per night for continuing accommodation costs incurred whilst away from Westminster, on the same basis as the Night Subsistence Allowance (4.4.2).

10.4 Insurance

10.4.1 Details of the group personal accident insurance covering Members are given in section 13.

11 LAW LORDS

11.1 Travelling Expenses (Form ME50)

11.1.1 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.

12 MINISTERS AND PAID OFFICE HOLDERS

12.1 Secretarial Expenses (Form ME51)

12.1.1 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 2006 is £5,192.

12.1.2 A certificate is incorporated on the claim form to provide evidence of expenditure.

12.2 Spouses', Civil Partners' and Children's Travel (Form ME52)

12.2.1 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 for their spouse/civil partner and each child 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 in which their 18th birthday falls. Expenses may be recovered subject to the conditions set out in 4.2.2 to 4.2.15.

13 MEMBERS' PERSONAL ACCIDENT INSURANCE

13.1 Summary

13.1.1 The House maintains an insurance policy to cover Members for accidents whilst on the Parliamentary Estate, whilst travelling between home and the House (sections 4 and 11) and whilst travelling on official parliamentary business for the following purposes:

- Travel under the UK Parliamentary Business travel scheme (section 5)
- Travel to EU institutions (section 6)
- Select Committee visits (section 7)
- Parliamentary Delegations (section 8)
- Travel as a representative of the House (section 9)
- Other meetings and visits mandated by the House (as defined in section 10).

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. A brief overview of cover provided is shown below. 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.

13.2 Cover on the Parliamentary Estate or travelling between home and Westminster

13.2.1 The following benefits are provided:

Accidental death (benefit may vary subject to existing medical conditions) - £175,000

Permanent total disablement and or disabling injuries (up to age 85*) - up to a maximum of £175,000

Temporary total disablement (up to age 85*) - £200 per week for up to 104 weeks

Accident medical expenses - maximum of £10,000 per person

* Up to age 75 if the duration of the journey is in excess of 30 days.

13.3 Cover whilst Travelling

13.3.1 In addition to the benefits shown above, the following cover is provided for Members whilst travelling within the UK (where the trip involves an overnight stay away from London or includes air travel) or overseas on official parliamentary business:

Medical Expenses	£2,500,000
Rescue	unlimited
Personal Belongings	£2,500 (single article limit £2,000)
Money	£5,000 (cash limit £1,500)
Personal Liability	£2,000,000
Hijack	£15,000
Legal Expenses	£50,000

13.4 Exemptions

13.4.1 The following terms and exemptions apply:

(a) 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, Israel and the Occupied Territories, Saudi Arabia, and Yemen. The list of countries and cover available may vary from time to time: if in doubt please consult the Finance Department.

(b) Whilst travelling, an aircraft accumulation limit of £2 million applies. Based on the maximum sum insured of £175,000, this will allow a group of 11 Members to travel together.

(c) For travel in single engine aircraft (and helicopters), the accumulation limit is reduced to £525,000 or full cover for three Members.

Additional restrictions apply and Members should consult the Finance Department or the policy for full details.

13.4.2 The Finance Department should be notified of any claims.

14 FREE POSTAGE

14.1 Envelopes and Postcards

14.1.1 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.

14.1.2 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.

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

14.1.4 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).

14.1.5 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.

15 BROADBAND COSTS

15.1 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 then a Member can be reimbursed the cost of installation and rental of an ISDN line. Further details and forms are available from PICT (020 7219 2001).

16 LANGUAGE TRAINING FOR MEMBERS

16.1 Definition

16.1.1 Members may recover the cost of attending foreign language classes provided by the Foreign & Commonwealth Office. The language course consists of an initial registration

followed by 10 consultations and the Member will be required to confirm that all of these have been attended before reimbursement may be made. For full details of courses please contact Peter Arbuthnot at the Foreign & Commonwealth Office on 0207 0080321.

16.2 Advance Notice

Members seeking reimbursement must obtain prior approval from the Clerk of the Parliaments. Applications are only admissible if the course would help the Member in the performance of their Parliamentary duties. Application forms and forms for reimbursement are available from the Members' Expenses Section (Forms ME10A and ME10C).

17 FINANCIAL ASSISTANCE TO OPPOSITION PARTIES IN THE HOUSE OF LORDS "CRANBORNE MONEY"

17.1 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. A similar scheme known as "Short money" has been in operation in the House of Commons since 1975. The scheme was extended in October 1999 to include assistance for the Convenor of the Cross-Bench Peers.

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

17.3 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.

18. CLAIM FORMS

18.1 Claims forms are available from the Finance Department or on the Finance Department Intranet site.

Section	Form Number	Description
4	ME1	Attendance Expenses
4	ME1CC	Attendance Expenses -Credit Card
4.6.3	ME2	Additional Office Costs
4.3	ME3	Spouse & Childrens' Travel
5	ME4 A	Travel on UK Parliamentary Business - Application
5	ME4 B	Travel on UK Parliamentary Business (Front Bench Spokesmen) - Application
5	ME4 C	Travel on UK Parliamentary Business - Claim
6	ME5 A	EU Travel - Application
6	ME5 C	EU Travel - Claim
7	ME6	Committee Visits
8	ME7	Parliamentary Delegations
9	ME8	Travel as a Representative of the House
10	ME9	Other Meeting and Visits
11	ME50	Law Lords' Travel
12	ME51	Ministers' & Office Holders' Secretarial Allowance
12	ME52	Ministers' & Office Holders' Spouse & Childrens' Travel
16	ME10A	Language Training for Members - Application
16	ME10C	Language Training for Members - Claim
	ME20	New Member Details
	ME21	Bank Details New/Change