



HOUSE OF LORDS

**MEMBERS' REIMBURSEMENT  
SCHEME**

**GENERAL GUIDE**

**EIGHTH EDITION**

**April 2009**



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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
<b>Members</b>	Sittings of the House and Select Committee Meetings at Westminster	max £174 Per night	max £86.50 per day	Yes	max £75 per day	No			Yes
	Select Committee Visits	met directly	met directly	Yes/met directly	max £75 per day	max £116 per night			
	Members of parliamentary delegations	Foreign & Commonwealth Office rates	Foreign & Commonwealth Office rates	Yes	max £75 per day	max £116 per night			
	UK travel on parliamentary business	No	No	Yes	No	No			
	UK travel on armed forces and police service parliamentary scheme business	No	No	Yes	max £75 per day	max £116 per night	max 40 days @ £75 per day	6 return journeys each per year	
	Lords outreach programme	No	No	Yes	max £75 per day	max £116 per night			
	Travel to Scottish parliaments and devolved assemblies	max £174 Per night	max £86.50 per day	Yes	No	No			
	European Travel on parliamentary business	Foreign & Commonwealth Office rates	Foreign & Commonwealth Office rates	Yes	No	No			
	Other visits as specified In section 13	No	No	No	max £75 per day	max £116 per night			
	Travel as a Representative of the House	met directly	met directly	met directly	max £75 per day	max £116 per night			
<b>Salaried Members</b>	Law Lord	No	No	Yes	No	No	No	No	
	Minister	payable with salary by departments	No	No	max £5,658 pa	No	No	15 return journeys each per year	
	Office Holder	payable with salary	No	Yes					

## **I. INTRODUCTION**

### **I.1 Background**

I.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 Scheme. The Members' Reimbursement Scheme is governed by Resolutions of the House. The scheme rules are applied by the Clerk of the Parliaments who also has limited discretion to deal with matters that arise on claims. Points of particular difficulty or doubt may be referred to the House Committee, which supervises the arrangements for the reimbursement of expenses. The Senior Salaries Review Body carries out regular reviews of parliamentary allowances. Its most recent report was issued in January 2008 (Cm 7270-1). Subsistence maxima are updated on 1 August each year in line with the Retail Prices Index.

I.1.2 Unsalaries Members are able to recover expenses for:

- daily and overnight subsistence expenses, office costs and travel expenses incurred in attending a sitting of the House or a Committee meeting at Westminster – see section 4;
- travel in the UK on Parliamentary Business – see section 5;
- travel in connection with the Armed Forces and Police Service Parliamentary Schemes – see section 6;
- Lords Outreach Programme – see section 7;
- travel to the Scottish Parliament & Devolved Assemblies – see section 8;
- European travel on parliamentary business – see section 9;

- participation in select committee visits – see section 10;
- participation in official Parliamentary delegations away from Westminster – see section 11;
- travel as a representative of the House – see section 12;
- participation in certain other meetings and visits mandated by the House – see section 13.

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

## **1.2 Taxable status**

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

## **1.3 Members' Travel Card**

1.3.1 Members are encouraged to use the Members' travel credit card when booking official ticketed parliamentary travel. Members who choose not to use the card when booking ticketed travel are required to provide receipts or vouchers if the cost of a return journey exceeds £50 (£25 per single journey).

## **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 has access to the full record of Members' attendances at the House.

2.1.2 The Members' Expenses Section is 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](mailto:findept@parliament.uk).

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

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

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

### **3. GENERAL CONDITIONS RELATING TO CLAIMS**

#### **3.1 Eligibility to claim expenses**

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

#### **3.2 Time limit**

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

#### **3.3 Publication of information**

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

### **4. ATTENDANCE AT SITTINGS AT WESTMINSTER**

#### **4.1 General – Expenses Related to Attendance**

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

- sittings of the House (excluding attendance at the State Opening of Parliament and sittings for judicial business or any other sitting where no formal public business of the House takes place).
- meetings of committees and sub-committees of the House (providing the Member's attendance is recorded in the minutes). Attendance for judicial business does not qualify
- meetings as a member of the Board of the Parliamentary Office of Science and Technology (POST)

- meetings as a member of the Parliamentary Broadcasting Unit Limited (PARBUL).

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

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

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

## **4.2 Travelling Expenses**

### *General*

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

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

4.2.3 If a Member's main place of residence is outside the UK, travel costs may be reimbursed only from the point of entry into the UK in accordance with 4.2.4 to 4.2.16. If a separate ticket from the point of entry into the UK was not purchased then a receipt or voucher, if required, covering the entire journey will be acceptable, as evidence of expenditure of the notional cost of the journey from the point of entry.

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 insurance covering Members while travelling are given in section 16.

#### *Rail and Air*

4.2.6 Members claiming reimbursement of ticketed travel costs are encouraged to make use of the Members' travel credit card, which enables costs to be met directly by the House. Although use of the card is voluntary, Members not using the card are required to provide receipts or vouchers when submitting claims for ticketed travel in excess of £50 per return journey (£25 per single 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. Members are encouraged to book tickets through the Travel Office which is located in the Palace of Westminster (020 7219 4232: [hopttravel@carlsonwagonlit.co.uk](mailto:hopttravel@carlsonwagonlit.co.uk)).

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

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

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

#### *Road*

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

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

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

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

4.2.13 Claims in respect of hired cars/taxis may only be made on the same basis as for a privately owned car, i.e. Members

can be reimbursed the normal mileage rate for the miles actually travelled in the hired car/taxi.

**4.2.14 Members should use the most cost effective method of travel whenever practicable.**

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

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

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

*Recall of the House*

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

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

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

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

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

## **4.4 Night Subsistence**

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

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

4.4.3 Claims for night subsistence are only permissible in respect of nights actually spent in London either immediately preceding or following attendance at a sitting or meeting described in paragraph 4.1.1 above. For example, a Member who necessarily travels to London on a Sunday and attends sittings of the House on Monday, Tuesday, Wednesday and Thursday and then returns home on Friday or later may claim night subsistence for a maximum of 5 nights at up to a maximum of £174 per night (i.e. a maximum of £870 for the week). However, if the Member returned home on the Thursday evening, the maximum claim for night subsistence would be 4 nights at up to a maximum of £174 per night (i.e. a maximum of £696 for the week).

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

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

## **4.5 Day Subsistence**

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

4.5.2 This is intended to cover such items as the cost of meals and incidental travel costs not separately recoverable

(e.g. journeys within a five mile radius of Westminster, taxi fares, tolls and car parking charges). It also includes an element to cover the costs of providing refreshments for a Member's visitors to the House on official business.

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

## **4.6 Office Costs**

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

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

### *Additional Office costs*

4.6.3 Office costs may also be recovered in respect of up to 40 days (@ £75 per day) from 1 August to 31 July when the House is not sitting, or the House is sitting but a Member does not attend.

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

## **4.7 Expenses due to disability**

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

Expenses Section, and are subject to the approval of the Clerk of the Parliaments.

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

## **5. TRAVEL ON UK PARLIAMENTARY BUSINESS**

### **5.1 Definition**

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

### **5.2 Advance Notice**

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

- the purpose of the visit is clearly related to the work of Parliament and does not include party political, personal or private business;
- claims are subject to the limitations outlined in paragraphs 4.2.4 – 4.2.16;
- the expenses are not recoverable from any other source;
- application for approval of reimbursement must be submitted to the Members' Expenses Section at least one week before the date of the proposed journey;
- Members must confirm the actual travelling expenses incurred after the journey has been undertaken.

5.2.2 The Members' Expenses Section will advise the Member by letter whether or not the visit has been approved by the Clerk of the Parliaments. If approved a claim form will

be forwarded to the Member which should be completed and returned to the Members' Expenses Section **together with bills and receipts for any travel expenses incurred.**

### **5.3 Insurance**

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

### **5.4 Claim Forms**

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

### **5.5 Industry and Parliament Trust**

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

## **6. TRAVEL IN CONNECTION WITH THE ARMED FORCES AND POLICE SERVICE PARLIAMENTARY SCHEMES**

### **6.1 Definition**

6.1.1 Certain expenses detailed under 6.2.1 to 6.4.1, 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 in 5.2.1 above. All other claims should be addressed to the AFPS or PSPS as appropriate.

### **6.2 Travel**

6.2.1 The costs of travel, within the United Kingdom, incurred by Members participating in the AFPS and PSPS may be claimed as outlined under 4.2.

### 6.3 Office Costs

6.3.1 Members participating in the schemes may recover office costs from the House of Lords, in accordance with section 4.6.2, subject to a daily limit of £75. Additionally office costs may be claimed for each day when travelling to or from the meeting (travelling time is limited to the most direct route to the destination). Members may claim under this heading providing a claim has not been made for the same day(s) under 4.6.1. **These expenses are limited to visits within the United Kingdom and may only be claimed in respect of sitting days of the House of Lords.**

### 6.4 Accommodation Maintenance Allowance for Second Home

6.4.1 Members participating in the schemes who maintain a second residence in London for the purpose of attending sittings of the House may claim up to £116 per night for continuing accommodation costs incurred whilst on a visit away from Westminster, on the same basis as Night Subsistence (4.4.2). **These expenses are limited to visits within the United Kingdom and may only be claimed in respect of sitting days of the House of Lords.**

### 6.5 Insurance

6.5.1 Details of the insurance covering Members while travelling are given in section 16.

### 6.6 Claim Forms

6.6.1 Requests for prior approval should be made on form AFPS (A).

## 7. TRAVEL IN CONNECTION WITH THE LORDS OUTREACH PROGRAMME

### 7.1 Definition

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

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

### 7.2 Office Costs

7.2.1 Members taking part in the Lords Outreach Programme may recover office costs from the House of Lords, in accordance with section 4.6.2, subject to a daily limit of £75. Additionally office costs may be claimed for each day when travelling to or from the meeting (travelling time is limited to the most direct route to the destination). Members may claim under this heading providing a claim has not been made for the same day(s) under 4.6.1. **These expenses may only be claimed in respect of sitting days of the House of Lords.**

### 7.3 Accommodation Maintenance Allowance for Second Home

7.3.1 Members taking part in the Lords Outreach Programme who maintain a second residence in London for the purpose of attending sittings of the House may claim an up to £116 per night for continuing accommodation costs

incurred whilst on a visit away from Westminster, on the same basis night Subsistence (4.4.2). **These expenses may only be claimed in respect of sitting days of the House of Lords.**

## **7.4 Insurance**

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

## **7.5 Claim Forms**

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

# **8. TRAVEL TO SCOTTISH PARLIAMENT & DEVOLVED ASSEMBLIES**

## **8.1 Definition**

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

## **8.2 Advance Notice**

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

- the visit's purpose;
- its destination(s);
- its duration;

- the persons or organisations to be met; and
- whether the Member requires overnight accommodation and would like reimbursement of these expenses to be considered for approval.

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

### **8.3 Travelling expenses**

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

### **8.4 Incidental Expenses**

#### *General*

8.4.1 The rates set out in 8.4.2 and 8.4.3 are deemed to cover all costs for accommodation, taxis, meals and refreshments. Information on these rates is held by the Members' Expenses Section. As the rates are based on rates for attending sittings of the House at Westminster, the expectation of the Clerk of the Parliaments is that the amounts claimed will be less in view of the differences in the cost of living outside the UK capital.

#### *Day Incidental Expenses*

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

## *Overnight Incidental Expenses*

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

## **8.5 Insurance**

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

## **8.6 Claim Forms**

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

## **9. EUROPEAN TRAVEL ON PARLIAMENTARY BUSINESS**

### **9.1 Definition**

9.1.1 Members are able to recover the costs of a maximum of two return journeys in any year (from 1 April to 31 March) for travelling on parliamentary duties between the United Kingdom and any:

- National parliament of a European Union 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);

## **9.2 Advance Notice**

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

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

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

## **9.3 Travelling expenses**

9.3.1 The amount payable in respect of travel, by any means, out of and into the United Kingdom is restricted to a maximum of the business class return fare between a station or airport serving London or the area of the Member's main residence and a station or airport serving the city visited. Travel costs to and from the point of exit from and entry to the UK can be claimed on the same terms as for expenses in

attending sittings of the House with receipts submitted when necessary (see sections 4.2.4 – 4.2.16).

## **9.4 Subsistence expenses**

9.4.1 Members are entitled to 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' Expenses Section. Receipts should be provided for any accommodation expenses incurred.

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

## **9.5 Insurance**

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

## **9.6 Claim Forms**

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

# **10. SELECT COMMITTEE VISITS**

## **10.1 Travel**

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

## **10.2 Day Subsistence**

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

## **10.3 Office Costs**

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

## **10.4 Accommodation Maintenance Allowance for Second Home**

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

## **10.5 Night Subsistence**

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

## **10.6 Insurance**

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

## **10.7 Claim forms**

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

## **11. PARLIAMENTARY DELEGATIONS**

### **11.1 Travel and Subsistence**

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

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

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

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

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

## **11.2 Office Costs**

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

## **11.3 Accommodation Maintenance Allowance for Second Home**

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

## **11.4 Night Subsistence**

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

## **11.5 Expenses of a Rapporteur**

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

## **11.6 Insurance**

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

## **11.7 Claim forms**

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

## **12. TRAVEL AS A REPRESENTATIVE OF THE HOUSE**

### **12.1 Travel and Subsistence**

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

### **12.2 Office Costs**

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

### **12.3 Accommodation Maintenance Allowance for Second Home**

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

## **12.4 Insurance**

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

## **12.5 Claim forms**

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

## **13. OTHER MEETINGS AND VISITS MANDATED BY THE HOUSE**

### **13.1 Official Business**

13.1.1 The following expenses may be recovered 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

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

13.1.3 The expenses which may be recoverable are limited to those set out in 13.2 and 13.3. All other expenses claims should be referred to the relevant body or, in the case of the British-Irish Parliamentary Assembly, the Administrator, BIPA, Westminster House, 7 Millbank, London SW1P 3JA.

### **13.2 Office Costs**

13.2.1 Members participating under section 13.1.1 may recover office costs from the House of Lords, in accordance

with section 4.6.2, subject to a daily limit of £75. Additionally office costs may be claimed for each day when travelling to or from the destination (travelling time is limited to the most direct route to the destination). Members may claim under this heading providing a claim has not been made for the same day(s) under 4.6.1. **These expenses may only be claimed in respect of sitting days of the House of Lords.**

### **13.3 Accommodation Maintenance Allowance for Second Home**

13.3.1 Members who maintain a second residence in London for the purpose of attending sittings of the House may claim up to £116 per night for continuing accommodation costs incurred whilst attending meetings or conferences away from Westminster, on the same basis as Night Subsistence (4.4.2). **These expenses may only be claimed in respect of sitting days of the House of Lords.**

### **13.4 Insurance**

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

### **13.5 Claim forms**

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

## **14. LAW LORDS**

### **14.1 Travelling Expenses**

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

## **15. MINISTERS AND PAID OFFICE HOLDERS**

### **15.1 Secretarial Expenses**

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

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

15.2.1 A Lords' Minister or paid Office Holder whose main residence 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 each, per calendar year. To qualify a child must be under the age of 18 unless in full time secondary education, when claims may be made until the end of the academic year on which their 18th birthday falls. Expenses may be recovered subject to the conditions set out in 4.2.2 to 4.2.16.

### **15.3 Claim forms**

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

## **16. MEMBERS' PERSONAL INJURY & TRAVEL INSURANCE**

### **16.1 Summary**

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

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

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

Cover is provided for Members until they have attained their 85th birthday, although medical cover does not apply from age 75 if the journey is in excess of 30 days. Members should consult the policy for full details to ascertain if this provides sufficient personal cover. The policy can be viewed on the Finance Department's intranet page under All Other Services, Member Information, Expenses. Please contact the Members' Expenses Section of the Finance Department should further information be required.

## **16.2 Excluded Countries**

16.2.1 Cover is not automatic in respect of certain countries. Any Member proposing to travel to Afghanistan, Chechnya, Iraq or Yemen must advise the Finance Department so that prior notification can be given to the insurer.

## **16.3 Claims**

16.3.1 The Finance Department should be notified of any claims.

## **17. FREE POSTAGE**

### **17.1 Envelopes and Postcards**

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

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

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

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

- For correspondence of a business, commercial or personal nature;
- For the correspondence of a parliamentary group which includes persons other than parliamentarians;
- In connection with party political fund raising or campaigning;
- For issuing circulars of any description (i.e. an unsolicited letter sent in identical or near identical form to a number of addresses);

- For internal mail (mail within the Parliamentary estate); or
- For overseas mail (including Europe and the Republic of Ireland).

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

## **18. BROADBAND COSTS**

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

## **19. LANGUAGE TRAINING FOR MEMBERS**

### **19.1 Definition**

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

### **19.2 Advance Notice**

19.2.1 Members seeking reimbursement must obtain prior approval. Applications are only admissible if the course

would help the Member in the performance of Parliamentary duties. On receipt of the application the Finance Department will arrange to obtain prior approval from the Clerk of the Parliaments.

### **19.3 Claim Forms**

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

## **20. FINANCIAL ASSISTANCE TO OPPOSITION PARTIES IN THE HOUSE OF LORDS**

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

20.2 The amounts payable are updated annually in April in line with the Retail Prices Index. The sums claimed by the parties and the Convenor are subject to independent audit.

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

**Also available at:**

[www.publications.parliament.uk/pa/ld/ldpeers/peers01.htm](http://www.publications.parliament.uk/pa/ld/ldpeers/peers01.htm)