

## Travel and subsistence allowance

The Council uses the DETR rates for Members' travel and subsistence allowances. These rates are reviewed and, if necessary, increased annually. The rates at present are

### Travel Allowance

<b>Not exceeding 999cc</b>	<b>999cc – 1199cc</b>	<b>Exceeding 1199cc</b>
34.6p/mile	39.5p/mile	48.5p/mile

### Subsistence Allowance

#### Day Subsistence

If a Member is away from their normal place of residence for more than 4 hours on a Council-approved duty and a meal is not being provided, they are entitled to claim:

- Breakfast Allowance - £4.92
- Lunch Allowance - £6.77
- Tea Allowance – £2.67
- Evening Meal Allowance - £8.38

#### Overnight Subsistence

In the case of absence overnight from the usual place of residence, where accommodation/subsistence is not included in the conference rate, the current rate is **£79.82**. For such an absence in London or for attending one of the approved conferences (e.g., Local Government Association), the rate is **£91.04**.

In the event that VAT receipts are obtainable, then the Council will be able to reclaim the VAT element of the bill. The receipt should, therefore, be attached to the relevant monthly claim form.

#### Travelling by train

If Members wish to travel by train whilst on Council duty, they may do so. If you require a rail warrant then this can be obtained from Members' Support. Alternatively money can be reclaimed on production of a proper receipt for the journey.

The Council's policy on rail travel is that **all** Members will travel Standard Class unless:

- When it is necessary to sit with others who are travelling First Class.
- There is a requirement to study papers and work on, a lap top computer.
- Travelling on peak time trains where a seat in Standard Class is not guaranteed.

If you wish to travel by First Class, approval by the County Secretary and Solicitor is required.

To book your rail tickets, contact Members' Support on 01432 260201.

#### Travelling by taxi/public transport

**Members can claim for use of public transport on at cost basis. Where travel by bus is practicable bus rates will be paid. Taxi fares may be claimed where bus/train travel is not practical. Receipts will be required.**