

**TRAVEL AND SUBSISTENCE ALLOWANCES PAYABLE**

**Travelling Allowances**

**(A) Public Transport (except taxis and aircraft)**

- (i) The rate must not exceed the ordinary standard class fare or any available saver fare, but the Council may generally or specially determine to substitute first for standard class fare.
- (ii) Supplementary allowance may be paid for expenses actually incurred on Pullman Car or a similar supplement, reservation of seats, deposit or portage of luggage and sleeping accommodation for overnight journeys, but in this last case the maximum overnight subsistence allowance is reduced by one-third.
- (iii) All long distance rail journeys and sea-travel bookings must be made by Members Services on behalf of Councillors, to seek the most cost-effective deal within current parameters.
- (iv) For journeys by public transport the cost of any private vehicle travel to and from the point of public transport may also be reimbursed at the rate set out in B below.
- (v) For journeys within the 35-mile radius of Lancaster Town Hall valid receipts must be produced.
- (vi) For journeys beyond the 35 mile radius of Lancaster Town Hall where the journey has been undertaken by car, the equivalent of a standard class rail fare as determined by Members Services on receipt of the claim shall be payable, subject to this being less than the payable rate set out in (B) below.

**(B) Private Vehicle – for journeys with a destination less than 35 miles as the crow flies from Lancaster Town Hall or where the cost would be lower than the equivalent standard class rail fare:**

- (i) By motor cycle or motor car - 40p per mile. (The rate payable is that recommended by the Inland Revenue and will be increased in line with their guidance.)
- (ii) Cycling/other non-motorised transport allowance (in all cases) - 40p per mile
- (iii) Supplementary payments may be made for tolls, ferries and parking fees actually incurred (on production of a valid receipt).
- (iv) Payment of mileage allowance is limited to journeys with a destination less than 35 miles as the crow flies from Lancaster Town Hall.
- (v) Beyond the 35-mile limit, the lower of the mileage allowance and the equivalent standard class rail fare will be paid. However the cost of any private vehicle travel to and from the point of public transport may also be reimbursed at the rates set out above.

(C) Taxis and Hire Vehicles

- (i) Taxis: in cases of urgency or where there is no reasonably available public transport, the fare plus any reasonable gratuity paid. In other cases, the fare by appropriate public transport.
- (ii) Hire Vehicles: the rate appropriate if the Member had owned the vehicles, unless the Council approves additional amounts up to the actual hiring cost.

(D) Aircraft

- (i) The rate applicable to travel by appropriate alternative transport plus any amount of attendance or financial loss or subsistence allowance saved by travelling by air.
- (ii) But if the Council generally or specially resolves that the saving in time is so substantial, then –
  - (a) the ordinary or available cheap fare by regular service; or
  - (b) where no such service is available or in the case of emergency, the fare actually paid.
- (iii) The Chief Executive has discretion to authorise air travel.
- (iv) All bookings must be made by Democratic Services on behalf of Councillors.

**Subsistence Allowance**

- (i) In case of an absence, other than an overnight absence from home, subsistence allowance is payable as follows –

Breakfast (when more than 4 hours away from normal place of residence)  
Members on approved duties who leave home before 7.00 a.m. to attend a location outside the Council's boundary, may claim breakfast expenses as follows –

Breakfast, on production of a valid receipt	Up to £5.85
Breakfast, (in London), on production of a valid receipt	Up to £8.50
Breakfast, (in or out of London), where unable to produce a receipt	£3.20

Lunch (when more than 4 hours away from normal place of residence)  
Members on approved duties outside the Council's boundary from 11.45 a.m. to 1.30 p.m. may claim lunch expenses as follows –

Lunch, on production of a valid receipt	Up to £5.85
Lunch, (in London), on production of a valid receipt	Up to £8.50
Lunch, (in or out of London), where unable to produce a receipt	£3.20

Evening Meal (when more than 4 hours away from normal place of residence)  
Members on approved duties who have not returned home by 7.30 p.m. may claim an evening meal as follows –

Evening meal, on production of a valid receipt	Up to £11.45
Evening meal, (in London), on production of a valid receipt	Up to £17.00
Evening meal, (in or out of London), where unable to produce a receipt	£5.85
In the case of an overnight absence –	£90.60
For an overnight absence in Central London	£103.40

- (ii) The value of free meals must be deducted from the allowance. Where main meals are taken on trains during which there is an entitlement to a day subsistence allowance, the reasonable cost of meals (including VAT) may be reimbursed in full. In such circumstances, reimbursement for the cost of a meal would replace the entitlement to the day subsistence allowance for the appropriate meal period.
- (iii) All accommodation bookings should be made by Democratic Services.
- (iv) Where pre-booked the cost of hotel meals will be paid by the Council.

**Eligible Duties**

Approved duties eligible for claiming travel and subsistence allowances are set out in Annexes 1, 2 and 3.

<b>Approved Duties - Meetings of the Authority</b>
<b>Council</b>
<b>Committees established by Council and any sub-committees established by those Committees, currently:</b>
Personnel Committee
Audit Committee
Appraisal Panel
Appeals Committee
Licensing Regulatory Committee
Licensing Act Committee
Licensing Act Sub-Committees
Planning and Highways Regulatory Committee
Scheduled Planning Briefings
Standards Committee
Standards Sub-Committees
Council Business Committee
<b>Cabinet</b>
Committees established by Cabinet
Cabinet Liaison Groups established by Cabinet
Scheduled Cabinet Briefings
<b>Overview and Scrutiny Committee</b>
Task Groups established by Overview and Scrutiny Committee
<b>Budget and Performance Panel</b>

**Approved Duties - Outside Bodies**

Note: All the following bodies are currently operating with one or more Council-nominated representative. Representatives are usually, but not necessarily, Councillors. Where non-Councillors are currently nominated to an outside body, this is indicated in the right hand column of the table. The Council has no authority to pay expenses to such representatives.

Organisation	'Outside' Nominee(s)
Adult Social Care and Health Overview and Scrutiny Committee	
Arnsdale & Silverdale AONB Unit	
Barton Road Youth and Community Centre Community Association	
Board of Trustees of Skerton Charities	Yes
Board of Trustees of the Lancaster Charity	
British Resorts Association	
Carnforth Station and Railway Trust Company Limited	
Children's Trust Partnership Lancaster District	
Court of the University of Lancaster	
Crook O'Lune Advisory Committee	
Dukes Playhouse Board of Directors	
Folly Board of Trustees	
Forest of Bowland AONB Joint Advisory Committee	
Friendship Centre Management Committee	
George Fox School Educational Charity	
Heysham Mossgate (Community Facilities) Company Limited	
Heysham Nuclear Power Station Local Community Liaison Council	
Heysham Youth and Community Centre Management Committee	
Historic Towns Forum	
Homelessness Forum	
Lancashire Leaders Meeting	
Lancashire Rural Affairs Forum	
Lancashire Waste Partnership	
Lancaster & District Multi Agency Forum on Domestic Violence	
Lancaster and District Vision Board	
Lancaster & Morecambe Fairtrade District Steering Group	
Lancaster & Skipton Rail User Group	
Lancaster District CVS	
Lancaster International Twinning Society	
Lancaster Ripley Church of England Education Trust	
Lancaster University Council	
Leeds-Morecambe and Settle-Carlisle Railway Development Partnership	
LGA Coastal Issues Special Interest Group	
LGA Executive	
LGA Rural Commission	
LGA Urban Commission	
LSP Children and Young People Thematic Group	
LSP Economy Thematic Group	
LSP Education, Skills and Opportunities Thematic Group	
LSP Environment Thematic Group	
LSP Health and Wellbeing Thematic Group	
LDLSP Management Group	

**Lancaster City Council  
CONSTITUTION**

<b>Organisation</b>	<b>'Outside' Nominee(s)</b>
LDLSP Partnership Board	
LSP Safety Thematic Group and Crime & Disorder Reduction Partnership	
LSP Valuing People Thematic Group	
Lune Park Children's Centre	
Lune Valley Transport Enterprise	
Marsh Community Centre Management Committee	
Morecambe Bay Partnership	
Museums Advisory Panel	
National Association of AONBs	
North & West Lancs Priority 1 Action Plan Partnership Board	
North Lancashire Citizens Advice Bureaux	
North West Home Safety Council	
North West Local Authorities Employers' Organisation	
North West Rural Affairs Forum	
Older Persons' Partnership Board	
Preston and Western Lancashire Racial Equality Council	
Rainbow Centre, Morecambe	
Regional Leaders' Forum	
Relate Lancashire, Lancaster District	
Reserve Forces and Cadets Association for NW of England and Isle of Man	
Storey Centre for Creative Industries	

Approved Duties - Other Duties
Attendance at Conferences/Seminars to which the Council or Cabinet has nominated a delegate
Media Receptions
Scheduled, Formal Meetings with Chief Executive/Chief Officers
Mayoral and other public ceremonies/launches etc approved by the Council or Committee of the Council
Scheduled, Formal Meetings with Trade Unions
Scheduled, Formal Meetings of Cabinet / Overview and Scrutiny meetings / Working Groups

*Notes:*

*The essential criteria for these, and any other such duties that may arise, is that they must be formally structured and diarised elements of Council business. The inclusion of other duties within this definition will be at the discretion of the Head of Governance.*