

# **Members' Travelling and Subsistence Allowances**

## **11. General**

- 11.1 Claims for Travel and Subsistence expenses shall be paid in accordance with the Local Authorities (Allowances for Members of County and County Borough Councils and National Park Authorities) (Wales) Regulations 2002 and the 2007 Regulations effective from 3<sup>rd</sup> December 2008, in accordance with the provisions below.
- 11.2 A Member shall be entitled to receive payments by way of Travel Allowance or Subsistence Allowance at rates determined each year by the CJC where expenditure on travel or subsistence is necessarily incurred by that Member in the performance of an approved duty as a Member of the CJC.
- 11.3 Members are encouraged to consider whether the travelling arrangement can be avoided and alternative forums can be utilised to meet desired needs i.e. use of online platforms such as Microsoft TEAMS/Zoom or participation via telephone.
- 11.4 Where a Member makes use of his/her private car for approved duty purposes, arrangements must be made to ensure that the vehicle complies with all legislative requirements re: road worthiness including:
- Valid Road Fund Licence
  - MOT Certificate (where required)
  - Insured for Business Use
- with proof to be provided to the CJC on request.
- 11.5 Where Members utilise his/her private car the Member shall ensure they comply with any appropriate policies to which they are notified by the Chief Executive and Monitoring Officer concerning the use of vehicles.
- 11.6 Any claim for payment of Travel and Subsistence Allowances in accordance with these Regulations shall be accompanied

by appropriate receipts proving actual expenses, subject to any requirement or limitation that the CJC may determine.

## **12. Private Car etc.**

12.1 The rate for travel by private car shall be:-

Up to 10,000 miles per annum	45p per mile
Over 10,000 miles per annum	25p per mile
Passenger supplement	5p per mile
Private motor cycles	24p per mile
Pedal cycles	20p per mile

12.2 For outward journeys in excess of 100 miles, the lower of 1<sup>st</sup> class rail fare (where appropriate) or the appropriate car mileage rate will be paid regardless of the actual mode of transport.

12.3 Only one mileage claim will be paid for up to four Members and/or officers attending the same approved duty unless there are logistical, operational or economic reasons why this is unreasonable in which case specific authorisation of the Chief Finance Officer will be required.

12.4 All mileage claims should be supported by a fuel VAT receipt

## **13. Rail etc.**

13.1 For travel by rail, the actual costs incurred may be claimed supported by a valid receipt or ticket to support the claim.

13.2 Bus or Taxi Fares may be reimbursed in full provided that it is unreasonable that public transport could have been used and that the claim is supported by a proper receipt.

13.3 Air Travel costs may be reimbursed in full provided that no other means of practical, operationally efficient or economic travel is available. Specific approval in advance by the Chief Finance Officer is required for all air travel.

## **Subsistence**

## **14. Day Allowances**

14.1 Meal Allowances are payable only for meals taken outside the area of the CJC. Only actual costs incurred shall be reimbursed up to the maximum below, and subject to the production of paid receipts to an overall maximum of £28.00 per day (including breakfast when not provided as part of overnight accommodation).

- (a) Breakfast allowance (more than 4 hours away from normal place of residence before 11.00am) = £6.88).
- (b) Lunch allowance (more than 4 hours away from normal place of residence including the lunchtime period between 12 noon and 2.00pm) = £9.49.
- (c) Tea allowance (more than 4 hours away from normal place of residence including the period 3.00pm to 6.00pm) = £3.73.
- (d) Evening Meal allowance (more than 4 hours away from normal place of residence ending after 7.00pm) = £22.90.

Where meals are taken on a train, the reasonable cost of the meal (supported by receipts), will be reimbursed, subject to the overall maximum of £28.00 per day.

Where Members are required to visit countries outside the U.K., the reasonable costs of meals actually incurred shall be reimbursed in full upon production of receipts.

## **15. Overnight Accommodation**

15.1 Only actual costs incurred shall be reimbursed up to the maximum below, and subject to the production of paid receipts:-

London	£150.00	Per night
Outside London	£95.00	Per night
Cardiff	£120.00	Per night

15.2 Alternatively, in certain circumstances e.g. conference hotels or where no suitable accommodation is available, overnight accommodation may be pre-booked and paid for by the CJC in excess of the above limits, subject to reasonableness and approval of the Chief Executive.

15.3 No allowance is paid where Members stay with friends or relatives.

## **16. Administrative Arrangements**

16.1 Travel and subsistence allowances may be claimed by submitting a claim by the 8<sup>th</sup> of a month to the Chief Finance Officer. Payment will be made direct to bank on a monthly basis. Claims over three months old will not be paid unless there are extenuating circumstances justifying the late claim which must be approved by the Chief Finance Officer. Claim forms can be obtained from the Monitoring Officer.

16.2 It is acknowledged however that a monthly reimbursement may not always be appropriate for all Members and therefore the following arrangements are also available:-

16.2.1 The provision of travel warrants on request.

16.2.2 The booking of accommodation by the CJC when required and the direct billing of such charges to the CJC.

16.2.3 An advance payment of expenses already incurred by cheque when the amount outstanding becomes excessive.

16.2.4 An advance payment of expenses already incurred by cheque at the discretion of the Chief Finance Officer in extenuating circumstances.

16.2.5 An advance payment when Members are attending a conference.

16.2.6 A payment of expenses already incurred in cash.

16.3 The duration of a Member's approved duties on any one day will be the total of:-

16.3.1 actual travelling time.

16.3.2 additional travelling time to home and return can be taken into account when there are separate approved duties in both morning and afternoon periods.

16.3.3 the actual length of time of a meeting, plus up to two hours actual time on other Council business, immediately before or after the meeting.

16.3.4 "attendance" need not necessarily be at any of the CJC or constituent councils offices, for example an invitation to attend a day or evening meeting, forum, function, seminar etc. in connection with the function of the CJC and at which the Chief Executive considers the CJCI should be represented are acceptable.

## **17. Approved Duties for Subsistence**

17.1 Attendance at a meeting of the CJC or of any committee of the CJC or of any body to which the CJC makes appointments or nominations or of any committee of such a body.

17.2 Attendance at a meeting of any association of authorities of which the CJC is a member.

17.3 Attendance at any other meeting the holding of which is authorised by the CJC or by a committee of the CJC or by a joint committee of the CJC and one or more other authorities.

17.4 A duty undertaken for the purpose of or in connection with the discharge of the functions of the executive.

17.5 A duty undertaken in pursuance of a standing order which requires a member or members to be present when tender documents are opened.

- 17.6 A duty undertaken in connection with the discharge of any function of the CJC which empowers or requires the CJC to inspect or authorise the inspection of premises.
- 17.7 Attendance at any training or developmental event approved by the CJC or its executive or board.
- 17.8 Any other duty approved by the CJC, or any other duty of a class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the CJC or of any of its committees, including attendance by Members at the request of the Chief Executive in connection with the functions of the CJC, and including attendance at Conferences, Seminars and Courses as an authorised representative of the CJC.