

PART 1

Rates of Travelling Allowances, and Provisions Relating Thereto

1. (1) The rate for travel by public transport shall not exceed the amount of the ordinary fare or any available cheap fare, and where more than one class of fare is available the rate shall be determined, in the case of travel by ship by reference to first class fares, and in any other case by reference to second class fares unless the body determines, either generally or specifically, that first class fares shall be substituted.

(2) The rate specified in the preceding sub-paragraph may be increased by supplementary allowances not exceeding expenditure actually incurred:

- (a) on supplements, reservation of seats and deposit or portorage of luggage; and
 - (b) on sleeping accommodation engaged by the member for an overnight journey, subject, however, to reduction by one-third of any subsistence allowance payable for that night.
2. (1) The rate for travel by a member's own solo motor cycle or one provided for his/her use, shall not exceed:

- (a) for the use of a solo motor cycle of cylinder capacity not exceeding 150cc, 8.5p a mile;
 - (b) for the use of a solo motor cycle of cylinder capacity exceeding 150cc but not exceeding 500cc 12.3p a mile;
 - (c) for the use of a solo motor cycle of a cylinder capacity exceeding 500cc 16.5p per mile.
- (2) The rate for travel by a member's own private motor vehicle, or one belonging to a member of his/her family or otherwise provided for his use, other than a solo motor cycle, shall not exceed:
- (a) for the use of a motor car of cylinder capacity

- (i) not exceeding 999cc, 40.5p a mile;
- (ii) but not exceeding 1199cc, 44.2p a mile;

(iii) exceeding 1199cc, 55.8p a mile;

(3) The rates specified in sub-paragraphs (1) and (2) may be increased

- (a) in respect of the carriage of passengers, not exceeding 4, to whom a travelling allowance would otherwise be payable under any enactment by not more than 3.0p a mile for the first passenger and 2.0p per mile for the second and subsequent passengers;
- (b) by not more than the amount of any expenditure incurred on tolls, ferries or parking fees, including overnight garaging;

(4) For the purpose of this paragraph, the cylinder capacity shall be that entered in the vehicle registration book or document by the Secretary of State under the Vehicles (Excise) Act 1971.

3. The rate for travel by taxi-cab or cab shall not exceed:

- (a) in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid; and
- (b) in any other case, the amount of the fare for travel by appropriate public transport.

4. The rate for travel by a hired motor vehicle other than a taxi-cab shall not exceed the rate which would have been applicable had the vehicle belonged to the member who hired it:

Provided that where the body so approves the rate may be increased to an amount not exceeding the actual cost of hiring.

5. The rate for travel by air shall not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in attendance

allowance or financial loss allowance, and subsistence allowance consequent on travel by air:

Provided that where the body resolves, either generally or specifically, that the saving in time is so substantial as to justify payment of the fare for travel by air, there may be paid an amount not exceeding:

- (a) the ordinary fare or any available cheap fare for travel by regular air service; or
- (b) where no such service is available or in case of urgency, the fare actually paid by the member.

PART 2

Rates of Subsistence Allowance, and Provisions Relating Thereto

1. (1) The rate of subsistence allowance shall not exceed:

- (a) in the case of an absence, not involving an absence overnight from the usual place of residence:

- (i) Breakfast allowance (more than 4 hours or, where the authority permits, a lesser period, before 11 am) £4.92;

- (ii) Lunch allowance (more than 4 hours or, where the authority permits, a lesser period, including the lunchtime between 12 noon and 2pm) £6.77;

- (iii) Tea allowance (more than 4 hours or, where the authority permits, a lesser period, including the period 3pm to 6pm) £2.67;

- (iv) Evening meal allowance (more than 4 hours or, where the authority permits, a lesser period, ending after 7pm) £8.38.

- (b) in the case of an absence overnight from the usual place of residence, £79.82 and for such an absence overnight in London or for the purposes of attendance at an annual

conference (including or not including an annual meeting) of the Local Government Association or such other association or body as the Secretaries of State may for the time being approve for the purpose, £91.04.

(2) For the purposes of this paragraph, London means the City of London and the London boroughs of Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.

2. Any rate determined under paragraph 1 (b) above shall be deemed to cover a continuous period of absence of 24 hours.

3. The rates specified in paragraph 1 above, shall be reduced by an appropriate amount in respect of any meal provided free of charge by an authority or body in respect of the meal or the period to which the allowance relates.

4. When main meals (i.e. a full breakfast, lunch or dinner) are taken on trains during a period for which there is an entitlement to day subsistence, the reasonable cost of meals (including V.A.T.) may be reimbursed in full within the limits set out below. In such circumstances reimbursement for the reasonable cost of a meal would replace the entitlement to the day subsistence allowance for the appropriate meal period.

- (i) for breakfast, absence of more than 4 hours or, where the authority permits, a lesser period, before 11 am;

- (ii) for lunch, absence of more than 4 hours or, where the authority permits, a lesser period, including the lunchtime between 12 noon and 2pm;

- (iii) for dinner, an absence of more than 4 hours or, where the authority permits, a lesser period, ending after 7p.m.