

# 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 authority where expenditure on travel or subsistence is necessarily incurred by that Member in the performance of an approved duty as a Member of the authority.
- 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 Authority 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 Head of Democratic Services or Head of Engineering and Transport 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 authority 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 For journeys outside Neath Port Talbot, Swansea and Bridgend 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 Officers 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 Officers is required for all air travel.

## **Subsistence**

## 14. Day Allowances

14.1 Meal Allowances are payable only for meals taken outside the County Borough. 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 Authority in excess of the above limits, subject to reasonableness and approval of the relevant Corporate Director.
- 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 Officers, Civic Centre, Port Talbot. 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 Officers. Claim forms can be obtained from the Chief Finance Officers, Civic Centre, Port Talbot.
- 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 Authority when required and the direct billing of such charges to the Authority.
- 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 Officers 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 at either of the Cashiers desks at Port Talbot or Neath.
- 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 Council's offices, for example an invitation to attend a day or evening meeting, forum, function, seminar etc. in connection with the function of the Council and at which a Corporate Director or Head of Service considers the Council should be represented are acceptable.

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

- 17.1 Attendance at a meeting of the authority or of any committee of the authority or of any body to which the authority 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 authority is a member.
- 17.3 Attendance at any other meeting the holding of which is authorised by the authority or by a committee of the authority or by a joint committee of the authority 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 authority which empowers or requires the authority to inspect or authorise the inspection of premises.
- 17.7 Attendance at any training or developmental event approved by the authority or its executive or board.
- 17.8 Any other duty approved by the authority, 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 authority or of any of its committees, including attendance by Members at the request of a Corporate Director (or in his/her absence one of the Heads of Service) in connection with the functions of the Council or the Executive, and including attendance at Conferences, Seminars and Courses as an authorised representative of the Council.