



Fermanagh & Omagh  
District Council  
Comhairle Ceantair  
Fhear Manach agus na hÓmaí

## **Scheme of Allowances Payable to Councillors**

**Effective from 01 April 2016**

The Guidance on Councillors' Allowances, produced by the Department of Environment (LG 04/2015, 24 February 2015), requires the Council to have a Scheme of Allowances approved prior to any payments being made to councillors, to have Scheme published on its website, when approved and before 30 June each year to publish (on its website) details of the payments made at the end of each financial year.

The Scheme of Allowances is separated into six categories as follows:

1. The System of Allowances
2. Chairperson/Vice Chairperson Allowance
3. Councillors' Support Services
4. General
5. Claims, Records, Payments and Information

Appendix 1 – Special Responsibility Allowance

Appendix 2 – Dependants' Carers' Allowance

Appendix 3 – Rates of Travel Allowance

Appendix 4 – Rates of Subsistence

Appendix 5 – Definition of an Approved Duty

Appendix 6 – Dependant Carer's Allowance Claim Form

Appendix 7 – Travel & Subsistence Claim Form

## 1.0 System of Allowances

The Department of the Environment (the DOE), in exercise of the powers conferred by Section 31 of the Local Government Finance Act (Northern Ireland) 2011, has determined in Circular LG 12/2016, 28 April 2016, with effect from 1 April 2016, the maximum amounts of allowances payable under the Local Government (Payments to Councillors) Regulations (NI) 2012 'the 2012 Regulations'. This Scheme also takes account of the guidance issued by the Department of the Environment's Circular LG 04/2015, 24 February 2015, LG 10/2016, 16 March 2016 and addendums issued by the Department in relation to LG 04/2015 which has been included in the Scheme.

In this Scheme:

- (a) 'approved duty' is defined in Schedule 2, as provided for in the Local Government (Payments to Councillors) Regulations (NI) 2012;
- (b) 'committee member' means a person, not being a councillor, appointed to a committee or a sub-committee of a council, or to a joint committee or a sub-committee of a joint committee, under sections 18 or 19 of the Local Government Act (Northern Ireland) 1972(d);
- (c) 'Department' means the Department of the Environment;
- (d) 'Regulations' means the Local Government (Payments to Councillors) Regulations (NI) 2012; and
- (e) 'the Finance Act' means the Local Government Finance Act (Northern Ireland) 2011.

### 1.1 Allowances for Councillors

Provision is made for payment of the following Allowances to Councillors:

- (a) Basic Allowance (Regulation 4) – to recognise the full time commitment of all councillors, including such inevitable calls on their time as meetings with officers and constituents. It is intended to cover incidental costs.
- (b) Special Responsibility Allowance (Regulation 5) – in recognition of any significant additional responsibilities where the council is satisfied that the councillor has special responsibilities in relation to the discharge of the functions of the Council
- (c) Dependants' carers' allowance (Regulation 6) – in respect of such expenses of arranging for the care of their children or dependants as are necessarily incurred in respect of the performance of any approved duty.
- (d) Travel and Subsistence allowances; Expenses for Official and Courtesy Visits etc; Expenses incurred in attendance at conferences and meetings (Regulation 7) - recompense councillors or committee members where expenditure on travel or on subsistence is necessarily incurred in the carrying out of an approved duty.
- (e) Chair/Vice Chairperson allowance (Section 32 of Finance Act) – an allowance considered reasonable to meet the expenses of those offices.

The payment of Basic Allowance/Special Responsibility Allowance will be reduced by two thirds for those Councillors who are also MLAs, MPs and Members of the House of Lords or MEPs.

### 1.2 Basic Allowance

Basic allowance is intended to recognise the full time commitment of all Councillors, including such inevitable calls on their time as meetings with officers and constituents, including approved duties (see Appendix 5).

Basic allowance is intended to cover incidental costs incurred by councillors in their official capacity, such as the use of their homes and the cost of telephone calls, including mobile phone calls. The basic allowance also covers the cost of office consumables.

The allowance must be the same for each Councillor and no Council therefore may pay more than one basic allowance to a councillor.

For the year ending on 31 March 2017, Fermanagh and Omagh District Council agreed the payment of an annual basic allowance of £14,200 to each Councillor (LG 05/2015).

### **1.3 Special Responsibility Allowance**

Each Council may also make provision in its Scheme for the payment of Special Responsibility Allowance (SRA), in addition to Basic Allowance, to those Members of the Council who have significant additional responsibilities over and above the generally accepted duties of a Councillor, provided that the Councillor is not getting an external allowance.

In accordance with the Guidelines issued by the Department:

- (a) No councillor should be paid more than one SRA, in circumstances where a Councillor qualified for more than one SRA, only the highest SRA would be paid;
- (b) No more than 50% of Councillors should receive SRA, the maximum number of SRA allowances payable is 20;
- (c) Payment to an individual councillor is limited to one fifth of the SRA maximum rate applicable for the council;
- (d) There should be safeguards to ensure a fair distribution of the duties which would attract an SRA across a representative sample of political parties; and
- (e) Where a Councillor is also a member of the Northern Ireland Assembly, the House of Lords, a Member of Parliament or the European Parliament the amount of any SRA will be reduced by two thirds.

The amount a Council may spend on SRA is determined by the Department and banded by the size of the Council population. Fermanagh & Omagh District Council's SRA amount is £50,000 per financial year (ie population band less than 120,000).

Appendix 1 details the Special Responsibility Allowances payable for the period ending 31 March 2017.

### **1.4 Dependants' Carers' Allowance**

- (a) Each Council may also make provision in its Scheme of Allowances for the payment of a Dependants' Carers' Allowance (DCA). This is an allowance open to all Councillors who are the main carers of a dependant where care is required to enable the Councillor to perform an approved duty which is defined in Appendix 2.
- (b) The allowance may be paid for a dependant who requires full-time care and who resides with the Councillor as part of that household.
- (c) A dependant is defined as:
  - a child under 16 years old;
  - a child 16 years old or more, where there is medical or social work evidence that full-time care is required;
  - an adult with a recognised physical or mental disability where there is medical or social work evidence that full-time care is required; or
  - an elderly relative requiring full-time care.
- (a) For the purposes of this allowance, a carer is defined as a responsible person over 16 years old who does not normally live with the Councillor as part of that household and is not a member of the immediate family. Immediate family is defined as a:
  - a spouse, civil partner or cohabiting partner of the councillor; or
  - parent, child, grandparent, grandchild, sibling, uncle, aunt, nephew or niece of the councillor; or of the councillor's spouse, civil partner or cohabiting partner.

- (b) A specialist carer is defined as a qualified person who is needed where it is essential to have professional assistance. In these circumstances a receipt must be attached to the claim.
- (c) The Department determines hourly rates of DCA for both standard care and specialist care. The rate for standard care is based on the hourly national living wage for age 25 or over, and the rate for specialised care is double the rate for standard care. The Department sets maximum monthly amounts for standard care and specialist care, capped at the equivalent of 52 hours per month.
- (d) It is not intended that DCA will reflect the actual costs that may be incurred by a Councillor, but will provide a reasonable amount towards the care of dependants.
- (e) Councillors wishing to claim DCA must complete a claim form and sign a declaration. Councillors wishing to claim regarding specialist care must obtain receipts from the specialist carer and ensure they accompany the claim form.
- (f) Councillors may claim only one DCA in respect of each occurrence of approved duty. Only one DCA is payable even if there are 2 or more children/dependants being cared for.
- (g) In most cases, to allow for essential travel time, Councillors may claim for a period starting up to a maximum of one hour before the approved duty starts and ending up to one hour after it finishes. In exceptional cases, with the prior approval of the Council, a greater travel time may be considered.
- (h) Councillors must disclose any financial support provided under DCA, when applying for other care services offered by another public body.
- (i) Fermanagh & Omagh District Council will assist Councillors on request in identifying where they might access advice on caring facilities and services.

Appendix 2 details the rates of Dependants' Carers' Allowance payable for the period ending 31 March 2017.

## 1.5 Travel and Subsistence Allowance

Travel and Subsistence Allowances recompense Councillors and committee members for expenditure and subsistence necessarily incurred whilst on council business and approved duties. The Council will pay Travel and Subsistence at the rates as determined by the Department and are reviewed from time to time. For overseas travel the Council will use the Overseas Subsistence Rates produced by the Foreign & Commonwealth Office.

### **Claims for recoupment of costs must be supported by receipts to cover expenditure.**

Legal advice indicates that allowances claimed greater than expenditure incurred would be ULTRA VIRES.

It is a condition of the payment of travel and subsistence allowances that the duty for which they are paid has been approved **before** the duties are performed. The Council cannot decide, after the event, that an allowance should be paid.

Travel and subsistence is payable in respect of Approved Duties as defined in Appendix 5. This list will be kept under review.

In circumstances where Members are nominated by external bodies to represent them at conferences, meetings, etc. these will be considered to come within the scope of Approved Duties and will qualify for travel allowances, if claimed, within the terms of the Scheme and are not otherwise reimbursed by the outside body. It is the responsibility of each member to ensure as far as possible that these costs are borne by the external bodies.

In order to protect the Council it is necessary, however, to include a provision that if any of these duties involve travel outside of Northern Ireland, in excess of £100, and the costs are to be borne by the Council, they will require separate approval by the Council in advance.

Members should be mindful that any duty involving a combined cost in excess of £300 should be approved by the Council, as should any duty involving an overnight stay. It will be the responsibility of each Councillor to ensure that the appropriate Council approval is obtained, in advance, otherwise no allowances can be paid.

The following travel and subsistence allowances will be paid to Councillors in respect of expenditure incurred:

- public transport fares;
- motor mileage rates;
- supplements;
- taxi fares;
- air fares;
- day subsistence allowances;
- overnight subsistence allowances; and
- car parking.

The amount of subsistence paid will be reduced in respect of any meals provided free of charge. Except in exceptional circumstances air fares, overnight accommodation, etc. will be arranged centrally and invoiced directly to the Council. This will reduce the expenditure Councillors would otherwise have to incur directly and then recover through a subsistence claim.

The current rates of travel allowance payable for travel by private vehicle are detailed in Appendix 3.

The current rates of subsistence are detailed in Appendix 4. The total maximum rates determined will be reduced by the appropriate amount in respect of any meal allowance, for an absence overnight of a period less than twenty-four hours.

**All the maximum rates are subject to the production of receipts and no allowance will be paid without evidence of expenditure being produced.**

For absences overseas, the Department produce rates of overseas subsistence which are applicable as appropriate.

### **Other Costs**

Actual Expenditure incurred on such items as car parking, train fares, air fares, taxi fares and other miscellaneous expenditure will be recouped, subject to the production of receipts.

## **2.0 Chairperson/Vice Chairperson Allowance**

- (a) An allowance of £10,000 will be payable to the Chairperson of the Council; and
- (b) An allowance of £5,000 will be payable to the Vice Chairperson of the Council.

## **3.0 Councillors' Support Services**

- (a) Fermanagh & Omagh District Council provides various levels of support services for their Councillors. For example, in addition to general secretarial services, the Council will:
  - provide mobile phones and meet the purchase cost and line rental charge of those phones;

- in circumstances where a Member wishes to use their own mobile phone plan (excluding charges for calls, data etc.) the Council will contribute £10 per month \* claims must be made within 3 months of invoice date;
  - provides portable computers, printers; and
  - pays for the installation of broadband or reimburses the cost of private broadband at £10 per month\*; claims must be made within 3 months of invoice date.
- \* Subject to the production of valid invoices
- (b) On occasion, individual Councillors may use the Council's secretarial facilities to assist ratepayers to deal with an issue that presently is not a function of the Council. In such cases, the scale of the assistance required should be measured carefully and discussed with senior officials of the Council. The following advice, however, may be used as a general guide:
- Services available in Councillors' party offices should be used in the first instance;
  - Council facilities may, with the agreement of officials, be used for small scale exercises (eg small volume of photocopying); and
  - Under no circumstances should Council services be used for the purposes of party political campaigning.
- c) The Council is committed to carrying out a review to provide office facilities eg Members library and meeting rooms within The Grange, Omagh and the Townhall, Enniskillen. This review will be undertaken as part of the review of the Estate which will ensure appropriate level of provision is in place.

#### 4.0 General

This scheme may be revoked or amended from time to time.

This scheme reflects the requirements of the Local Government (Payments to Councillors) Regulations (NI) 2012 'the 2012 Regulations'. These Regulations are currently being revised by the DOE and it is the Department's intention that new regulations will be consulted on in March 2015.

HMRC proposes to introduce legislation in the Finance Bill 2015 to amend Part 4 of the ITEPA to exempt payment of councillors' travel expenses from a charge to income tax.

Part-Year Entitlements - Provisions for part-year entitlement to basic allowance and SRA may be made to include procedures when:

- a scheme is amended;
- a Councillor becomes or ceases to be a Councillor; and
- a Councillor accepts or relinquishes a special responsibility.

(a) **Part-year entitlement provision when the scheme is amended**

If an amendment is made to the Scheme that affects payment of a basic allowance or an SRA, then the scheme may provide for the amounts of those allowances to be adjusted to reflect the period of entitlement.

(b) **Part-year entitlement provision when a Councillor becomes or ceases to be a Councillor**

The Scheme may provide that, where the terms of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the amount of basic allowance shall reflect the proportion of the year when entitlement existed.

(c) **Part-year entitlement provision when a Councillor accepts or relinquishes a special responsibility**

The Scheme may provide that, where a Councillor has during only part of a year such special responsibilities as attract entitlement to an SRA, the amount of SRA shall reflect the proportion of the year when entitlement existed.

## **5.0 Claims, Records, Payments and Information**

The allowances detailed under 5.1 – 5.3 below will be paid monthly through the BACS system, direct to each Councillor's Bank Account on the 3<sup>rd</sup> last banking day of each month. The Council will retain bank detail instructions from councillor and committee members on where their allowances are to be paid. Payslips will be emailed to each Councillor's nominated email account.

### **5.1 Basic Allowance and Special Responsibility Allowance**

No claim is required.

### **5.2 Dependants' Carers Allowances**

Claim Forms for Dependants' Carers' Allowance will be issued on request. Claims should be made in writing within **3 months**, and should be accompanied by receipts, where appropriate.

### **5.3 Travel and Subsistence Allowances**

Claims should be made on a monthly basis in arrears and submitted to the Payroll Department. **They must be made within 3 months of the date the duty is performed** in accordance with the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2012. **Claims submitted outside the three month statutory limit will not be valid.**

An email will be issued to Members at the beginning of each month reminding Members to submit claims for reimbursement. Where possible, all claims must be completed online using the Council's electronic system 'Transfare'. Training will be provided. Members are responsible for providing full detail of all claims and other Approved Duties attended during the claim period and attach invoices/receipts to support subsistence claims.

### **5.4 Records**

Fermanagh & Omagh District Council, or as the case may be, a Joint Committee of which Fermanagh & Omagh District Council is a member, shall keep detailed records of all payments made to Councillors or Committee Members under these Regulations, indicating the amounts paid to each Councillor or Committee Member and the Heads under which they were paid, and such records shall be open to inspection, at all reasonable hours, by any local elector for the District or for the Districts appropriate to the Joint Committee.

Fermanagh & Omagh District Council will provide all statutory returns as requested.

### **5.5 Information**

Individual Councillors may obtain information on any aspect of Councillor's Allowances from the Chief Executive.

The allowances payable may be subject to change during the year, and the Scheme of Allowances will be amended to reflect any changes notified by the Department.

### **5.6 Publication of the Scheme of Allowances Payable to Councillors and Publication of the Payments made under the Scheme**

#### **(a) Publication of the Scheme of Allowances Payable to Councillors**

As soon as possible after making or amending any Scheme of Allowances payable to Councillors, Fermanagh & Omagh District Council must arrange for a copy of the

Scheme to be published on its website, and will make arrangements for its publication, within its District, as it considers appropriate.

**(b) Publication of the payments made under the Scheme of Allowances payable to Councillors**

As soon as possible after the end of a year to which a Scheme relates, and before 30 June, Fermanagh & Omagh District Council will arrange for the amounts of basic allowance, special responsibility allowance, dependants' carers allowance, Chairperson and Vice Chairperson allowance, Official and Courtesy Visits expenses and travel and subsistence allowances it has paid to each Councillor to be published on its website.



### Details of the Special Responsibility Allowances payable for the period ending 31 March 2017

For the period ending 31 March 2017, Fermanagh & Omagh District Council specified the following as the special responsibilities in respect of which responsibility allowances have been payable and agreed the amounts of those allowances payable as follows:

<b>Special Responsibility</b>	<b>Allowance Rate (£)</b>
	£
Environmental Services Committee Chair	3,200
Regeneration & Community Committee Chair	3,200
Policy & Resources Chair	3,200
Planning Committee Chair	4,200
Audit Panel Chair	2,000
Audit Panel Member	1,000 (x 4 members)
Partnership Panel for NI Member	1,000
Group Leader (SF)	2,200
Group Leader (UUP)	1,243
Group Leader (SDLP)	1,166
Group Leader (DUP)	935
Group Leader (Ind)	550
Total	26,994
Maximum Available Special Responsibility Allowance	50,000
Maximum payable per Member	10,000

**Details of the rates of Dependants' Carers' Allowance payable for the period ending 31 March 2017**

For the period ending 31 March 2017, Fermanagh & Omagh District Council agreed the payment of the following rates of Dependants' Carers' Allowance:

- Standard Allowance:            £7.20/hr.                            Max £375 per month
- Specialist Allowance:           £14.40/hr.                           Max £749 per month

## Rates of Travel Allowance

## Appendix 3

The current rates of travel allowance payable for travel by private vehicle are as follows:

<b>Type of Vehicle</b>	<b>Rate per Mile</b>
A pedal cycle	20.0p
A solo motor cycle of cylinder capacity not exceeding 149cc.	11.4p
A solo motor cycle of cylinder capacity exceeding 149cc but not exceeding 499cc.	16.5p
A solo motor cycle of cylinder capacity exceeding 499cc or a motor cycle with a side car.	22.0p
A motor car of cylinder capacity not exceeding 450cc.	22.0p
A motor car of cylinder capacity exceeding 450cc but not exceeding 999cc	46.9p * 13.7p
A motor car of cylinder capacity exceeding 999cc but not exceeding 1,199cc	52.2p * 14.4p
A motor car of cylinder capacity exceeding 1,199cc.	65.0p * 16.4p
<b>An electric car</b>	<b>45.0p</b> <b>** 25.0p</b>
<b>Passenger rate (per passenger)</b>	<b>5.0p</b>

\* For mileage above 8,500 miles

\*\* For mileage above 10,000 miles

- Any payment exceeding 45.0p per mile is subject to Tax and National Insurance up to 12,000 business miles.
- Members will be required to identify on their claim whether or not they have established that their home is regarded as a workplace. For homes to be regarded as a workplace a Member must routinely see constituents at home and maintain appropriate records and provide appropriate evidence to HMRC.
- False declarations will result in penalties and interest charges being issued to the Council by HMRC and if this occurs a process will be put in place to recover these costs from the Members concerned.

## Subsistence Allowances

The current rates of Subsistence payable are as follows:

PERIOD/MEAL		RATES	
		British Isles £	London* £
i	An absence, involving an <b>overnight stay only</b> , away from the normal place of residence	100.70	122.45
ii	Conditions for <b>BREAKFAST ALLOWANCE</b> : more than 4 hours away from the normal place of residence or, where the Council permits, a lesser period, before 11 am.	11.50	11.50
iii	Conditions for <b>LUNCH ALLOWANCE</b> : more than 4 hours away from the normal place of residence or, where the Council permits, a lesser period, including the period between 12 noon and 2 pm.	13.50	13.50
iv	Conditions for <b>TEA ALLOWANCE</b> : more than 4 hours away from the normal place of residence or, where the Council permits, a lesser period, including the period between 3pm and 6pm.	4.70	4.70
v	Conditions for <b>EVENING MEAL ALLOWANCE</b> : more than 4 hours away from the normal place of residence or, where the Council permits, a lesser period, ending after 7pm.	20.95	20.95
vi	Sub-Total Meals	50.65	50.65
vii	Total Maximum Rates (absence of 24 hours)	151.35	173.10

\*London or any other place in the British Isles approved by the Department.

Regulation 2 of the Local Government (Payment to Councillors) Regulations (Northern Ireland) 2012 defines an approved duty as:

- (a) Attendance at a meeting of:
  - (i) The Council;
  - (ii) A committee or sub-committee of the Council; or
  - (iii) A joint committee of which the council is a member, or any sub-committee of a joint committee.
- (b) The doing of anything approved by a council or, as the case may be, by a joint committee, or anything of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the council, or any of its committees or sub-committees, or as the case may be, of the joint committee or any of its sub-committees.

In addition an Approved Duty includes representation on an outside body.

Site visits directly related to Council business are an approved duty, but attendance at site visits on behalf of constituents is not recognised as an approved duty.

Attendance at civic functions is not recognised as Approved Duties.

**Dependant Carer's Allowance Claim Form**

**Appendix 6**

Date care provided: \_\_\_\_\_

Approved duty covered: \_\_\_\_\_

Time from: \_\_\_\_\_

Time to: \_\_\_\_\_

Total travel time within above hours \_\_\_\_\_

Total hours: \_\_\_\_\_

Cost per hour: \_\_\_\_\_ Total amount to be paid £ \_\_\_\_\_

Total amount claimed £ \_\_\_\_\_

(claim amount is subject to agreed travel time, hourly and monthly rate limits)

Name of dependant(s) : \_\_\_\_\_

Relationship(s) to councillor: \_\_\_\_\_

Name of carer: \_\_\_\_\_

National Insurance Number of carer: \_\_\_\_\_

Declaration:

I declare that the above named provided a child carer/carer to me as detailed above in order that I could perform the approved duty stated.

Name of claimant: \_\_\_\_\_

Signature of claimant: \_\_\_\_\_

Date of claim: \_\_\_\_\_

NB: Please note that the standard allowance is £7.20 per hour up to a maximum of £375 per month and specialist allowance is £14.40 per hour up to a maximum of £749 per month.

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**ADMINISTRATIVE COUNCIL FINANCE USE ONLY**

**Checked By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Authorised By:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**DECLARATION**

I declare that:

- I have necessarily incurred expenditure on travel and subsistence for the purpose of enabling me to perform the approved duties of the new council.
- I have actually paid the fares shown and all other amounts claimed are in accordance with rates approved by the new council.
- I have attached all necessary receipts in connection with Travel & Subsistence expenses claimed.
- I have not made, and will not make, any other claim under any enactment for Travel & Subsistence expenses in connection with the duties indicated in this form.
- The amounts claimed are strictly in accordance with the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2012.
- Where I am claiming mileage expenses, I have a valid licence and appropriate motor insurance, which covers my vehicle being used for business purposes.
- Where I am a member of both the predecessor and new council, I confirm this claim is only for Travel & Subsistence relating to the work of the new council.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ADMINISTRATIVE COUNCIL FINANCE USE ONLY**

**Checked By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Authorised By:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**DECLARATION ON PLACE OF WORK**

I declare that I have established with HMRC that my home is a place of work,  
that I routinely meet constituents there and have appropriate evidence to support this.

I declare that I have not established that my home is a place of work.

**SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## **GUIDANCE FOR COMPLETION OF CLAIM FORM**

The claim form will provide the necessary documentation for Internal and External Audit.

To assist in completion of the form your attention is drawn to the following points:

1. **DATE**

Please insert date for which expense item is claimed.

2. **TIMES OF DEPARTURE/ARRIVAL**

Departure/arrival times should be entered for verification of amounts for subsistence where claims relate to overnight subsistence or meal costs, but not where claims relate only to travel.

3. **PARTICULARS OF JOURNEY**

As meetings and approved duties are held at various locations, it is essential for the calculation of mileage that all locations visited are entered onto the claim form.

4. **DETAILED DESCRIPTION OF APPROVED DUTY**

Clearly indicate which meeting you have attended or the relevant detail of the approved duty undertaken. Approved duties should indicate – attendance at a meeting of the council, a committee of the council, sub-committee of the council, joint committee, sub-committee of a joint committee or sub-group committee. In addition the doing of anything approved by a council or anything of a class so approved, for the purposes of, or in connection with, the discharge of the functions of the council, or any of its committees or sub-committees, or as the case may be, of the joint committee or any of its sub-committees.

5. **MODE AND CLASS OF TRANSPORT**

It is essential for the calculation of mileage that the mode of transport – car, motorcycle, bicycle and passenger is entered onto the claim form.

6. **OTHER TRAVEL EXPENSES**

This column should be used to record claims for public transport, taxi and air fares and any other allowable travel expenses such as car parking for which a receipt is available.

7. **SUBSISTENCE**

Subsistence relates to overnight accommodation and meals.

8. **ACCOMMODATION DETAILS**

This column relates to claims for overnight accommodation with friends and family. These must include the address of the accommodation and the name(s) of the friends or family with whom you stayed.