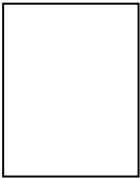


BURY METROPOLITAN BOROUGH COUNCIL
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MEMBERS' ALLOWANCES

TRAVEL EXPENSES CLAIMS

Members are entitled to claim travelling expenses for approved duties on Council business, including travel to and from meetings at the Town Hall.

The rates of travel expenses are currently as follows:-

Travel by bus – actual cost of the fare. Receipts should be provided where possible.

Travel by taxi – the actual cost of the fare and any reasonable gratuity will be reimbursed. Receipts should be provided for taxi journeys where possible.

Travel by rail – actual costs of second class travel, using any cheap fares available. Receipts/tickets must be provided.

Travel by air – actual cost of travel which should not exceed the rate applicable by appropriate alternative means of travel plus the amount of other savings consequent on travel by air. Tickets/receipts must be provided.

Travel by car - mileage rates

Members who use their own vehicles to travel on Council business may claim mileage at the rates below:-

Up to 999cc	39.7p per mile and 11.7p per mile beyond 8,500 miles.
1000cc and over	43.1p per mile and 11.7p per mile beyond 8,500 miles.

If carrying passengers, not exceeding four, to whom a travelling allowance would otherwise be payable under any enactments, the above mileage rates are increased by not more than 3p per mile for the first passenger and 2p per mile for the second and subsequent passengers.

Car parking – the actual cost of car parking may be claimed. A car park ticket should be provided.

Making claims

Sufficient information must be given on your claim form to substantiate the mileage or other travel expenses claimed. Details of each journey related to specific duties or activities must be listed for each day. Failure to provide this will unavoidably result in delays to the processing of claims.

PLEASE ENSURE THAT CLAIMS DO NOT EXTEND BEYOND A SIX MONTH PERIOD

Advice and information is available from Democratic Services, telephone 0161-253-5118

