

**BURY METROPOLITAN BOROUGH COUNCIL**

**MEMBERS' ALLOWANCES**

**SUBSISTENCE EXPENSES CLAIMS**

Members may claim subsistence allowances in respect of approved duties where meals/accommodation are not otherwise provided. Details of current rates are as follows:-

**Breakfast Allowance                      £4.92**

(absence of more than 4 hours, or where the authority permits, a lesser period, before 11.00 am)

**Lunch Allowance                              £6.77**

(absence of more than 4 hours, or where the authority permits, a lesser period, including the period between 12 noon and 2:00pm)

**Tea Allowance                                 £2.67**

(absence of more than 4 hours, or where the authority permits, a lesser period, including the period between 3:00pm and 6:00pm)

**Evening Meal Allowance                  £8.38**

(absence of more than 4 hours ending or where the authority permits, a lesser period, ending after 7:00pm)

**24 hours Continuous Absence (overnight) from the usual place of residence**

In London or the Annual Conference of the Local Government Association	<b>£91.04</b>
Elsewhere in the United Kingdom	<b>£79.82</b>

**These rates will be deemed to cover a continuous period of 24 hours. Where any meals is provided free of charge by an authority or body during the period to which the allowance relates then the rates specified will be reduced by an appropriate amount. For periods in excess of 24 hours, please use the hourly scales above for subsistence expenses to cover the appropriate meals.**

*You are asked to attach receipts wherever possible. This may also enable the Council to claim back VAT.*

All the above are maximum rates laid down by the DETR. Members will be advised as soon as any changes are made to these figures and new claim forms and guidance will be issued.

**Meals on Trains**

Where main meals (i.e. breakfast, lunch or dinner) are taken on trains during a period for which there is entitlement to a day subsistence allowance, the reasonable cost of the meals including VAT may be reimbursed in full. In such circumstance, reimbursement of the reasonable cost of a meal would replace the entitlement to the day subsistence allowance for the appropriate meal period. Receipts must be provided.

**Making claims**

Subsistence expenses claims should be submitted along with travel claims by the first day of the month to ensure payment with your Members' Allowances on 22nd of the month.

*Advice and information is available from Member Services, telephone 0161-253-5177.*