

ACCEPTABLE EXPENDITURE AND MAXIMUM RATES

(a) Breakfast (where no overnight subsistence is claimed)	£8 per day
(b) Lunch	£12 per day
(c) Dinner	£25 per day
Meals taken under paragraphs (a), (b) and (c) are those taken by a member of a local authority outside the electoral ward in respect of which they hold office and not within any council premises	
(d) Overnight accommodation away from home and council premises (costs for bed and breakfast)	£118.63 within London £94.82 elsewhere
(e) Costs incurred when travelling by private car or van, motorcycle and bicycle, on approved duties.	45p per mile for travel by car or van 24p per mile for travel by motorcycle 20p per mile for travel by bicycle 5p per passenger per mile where both the passenger(s) and the Councillor are carrying out approved duties.
(f) Other particular costs of travel by private car, motorcycle or bicycle, being– (i) parking charges (ii) road pricing schemes and congestion charging (where applicable) (iii) ferry fares	Receipted cost of expense Receipted cost of expense Receipted cost of expense
(g) Road and bridge tolls	Actual cost of expense

(h) Public transport (including taxis, where public transportation is unavailable or impractical)	Receipted cost of expense
(i) Telephone and computer line rental for use of personal telephone and computer for approved duties	50 per cent of line rental cost
(j) Telephone and computer line rental for second line for approved duties use	Receipted cost of expense
(k) Telephone and computer costs (apart from calls or line rental) necessarily incurred for approved duties	Receipted cost of expense – should be exceptional (N.B. Provision of telephone and computer direct from Council)
(l) Calls made in respect of approved duties, upon a home telephone, networked personal computer, fax machine, or personal mobile telephone	Receipted cost of expense – should be exceptional (N.B. Provision of telephone and computer with inclusive calls etc.)