

GUIDANCE NOTE

TRAVELLING ALLOWANCE

1. The Department has determined revised maximum rates for travelling allowance paid to councillors with effect from 1 April 2010.

2. TRAVEL BY PUBLIC TRANSPORT

- a. The rate paid for travel by **public transport** must not exceed the actual amount paid by the councillor nor should it exceed the amount of any ordinary first class fare or available cheap first class fare.
- b. The rate specified in 2(a) may be increased by supplementary allowances not exceeding expenditure actually incurred:-
 - i. on special supplements, reservation of seats and deposits or portorage of luggage; and
 - ii. on sleeping accommodation engaged by a councillor for an overnight journey subject, however, to reduction by one-third of any subsistence allowance payable for that night.

3. TRAVEL BY PEDAL CYCLE

The rate of travel by pedal cycle shall not exceed 20 pence.

4. TRAVEL BY MOTORCYCLE

- a. The rate for travel by a councillor's own **solo motor cycle**, or one provided for official use, shall not exceed:-
 - i. for the use of a solo motor cycle of cylinder capacity not exceeding 149cc, 11.4 pence per mile;
 - ii. for the use of a solo motor cycle of cylinder capacity exceeding 149cc but not exceeding 499cc, 16.5 pence per mile; and

- iii. for the use of a solo motor cycle of cylinder capacity exceeding 499cc, or a motor cycle with sidecar, 22.0 pence per mile.
- b. For the purposes of 4(a) the cubic centimetre cylinder capacity shall be calculated in the manner prescribed by paragraph 43 of the Road Vehicles (Registration and Licensing) Regulations 2002.

5. TRAVEL BY MOTOR CAR OR TRI-CAR

- a. The rate for travel by a councillor's own **private motor car, or tri-car**, or one belonging to a family member or otherwise provided for official use, shall not exceed:-
 - i. for the use of a motor car or tri-car of cylinder capacity not exceeding 450cc, 22.0 pence per mile;
 - ii. for the use of a motor car or tri-car of cylinder capacity exceeding 450cc but not exceeding 999cc, 46.9 pence per mile;
 - iii. for the use of a motor car or tri-car of cylinder capacity exceeding 999cc but not exceeding 1199cc, 52.2 pence per mile; and
 - iv. for the use of a motor car or tri-car of cylinder capacity exceeding 1199cc, 65.0 pence per mile.
- b. The rates specified in 5(a) may be increased:-
 - i. in respect of the carriage of each passenger, not exceeding 4, to whom a travelling allowance would otherwise be payable under any enactment, by not more than 5p per mile for each passenger carried; and
 - ii. by not more than the amount of any expenditure incurred on tolls, ferries or parking fees, including overnight garaging.
- c. The rates paid under 5(a) shall not exceed the rates applicable to travel by appropriate alternative means of transport e.g. by public transport, ordinary air fare or any available cheap fare for travel by regular air service.
- d. For the purposes of 5(a) the cubic centimetre cylinder capacity shall be calculated in the manner prescribed by paragraph 43 of the Road Vehicles (Registration and Licensing) Regulations 2002.

6. TRAVEL BY TAXI-CAB/HIRED MOTOR CAR

- a. The rate of travel by **taxi-cab** shall not exceed:-
 - i. in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid; and
 - ii. in any other case, the amount of the fare for travel by appropriate public transport.
- b. The rate of travel by a **hired motor car** other than a taxi-cab shall not exceed the rate which would have been applicable had the vehicle belonged to the councillor who hired it:-
 - i. provided that where the council so approves, the rate may be increased to an amount not exceeding the actual cost of hiring.

7. TRAVEL BY AIR

- a. The rate of **travel by air** shall not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in subsistence allowance consequent on travel by air.
- b. Provided that where a council resolves, either generally or specifically, that the saving in time is so substantial as to justify payment of the fare for travel by air, there may be paid an amount not exceeding:-
 - i. the ordinary fare or any available cheap fare for travel by regular air service; or
 - ii. where no such service is available or in case of urgency, the fare actually paid by the councillor.

8. CLAIMING AND RECORDING OF TRAVELLING ALLOWANCE

- a. In accordance with paragraph 6 of the Local Government (Travelling and Subsistence Allowances to Councillors) (No 2) Regulations (Northern Ireland) 1973, as amended, a councillor, when claiming for travelling allowance, must make a declaration that:-

- i. he/she has not and will not make any claim for allowances from any other body in respect of the approved duty to which the claim refers;
 - ii. the amounts claimed are strictly in accordance with the regulations;
 - iii. he/she has actually paid for any fares or other expenditure claimed; and
 - iv. he/she has necessarily incurred expenditure on travelling for the purpose of enabling performance of the approved duty.
 - b. In accordance with paragraph 8 of the Local Government (Travelling and Subsistence Allowances to Councillors) (No 2) Regulations (Northern Ireland) 1973, as amended, a council must keep detailed records of all payments made to councillors and these records are open to inspection by any local elector for the district.
 - c. Regulation 4 of the Councillors (Travelling and Subsistence Allowances) (Amendment) Regulations (Northern Ireland) 2003 introduces a requirement for all claims to be supported by appropriate receipts relating to actual expenses incurred.
 - d. Regulation 4 also requires that no claim should be submitted more than 3 months after the date on which the expenditure was incurred.
9. Any further queries about travelling allowance should be directed to Mrs Lynne McCann on (028) 9025 6077.

Local Government Policy Division
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