

This version of the Green Book was  
effective from July 2004 - March 2005

# The Green Book

Parliamentary Salaries,  
Allowances and Pensions





# Speaker's Introduction

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I am pleased to introduce this new version of the Green Book, which incorporates changes made to the allowances since April 2002.

Its principal aim is to set out in clear terms to Members the information they need on pay, allowances, pensions and responsibilities for employees. Further information on the services provided to Members by the Department of Finance and Administration (and other House Departments) can be found in the Members' Handbook.

The Green Book does not publish financial limits on the salary and allowances for Members. This information is available from the 'Quick Guide' which provides up to the minute details on these areas as well as useful contact numbers for the Department. The 'Quick Guide' is updated each April when salary and allowances are increased. Both the Green Book and the Quick Guide are available on the Intranet.

Members themselves are responsible for ensuring that their use of allowances is above reproach. They should seek advice in cases of doubt and read the Green Book with care. The Finance and Administration Department is there to relieve Members of the bulk of the day to day administration of Parliamentary allowances whilst helping Members to provide the necessary accountability.

I do hope that Members will find this new version of the Green Book to be a helpful and useful source of advice.

A handwritten signature in black ink, appearing to read "Michael J. Martin". The signature is written in a cursive style.

Speaker

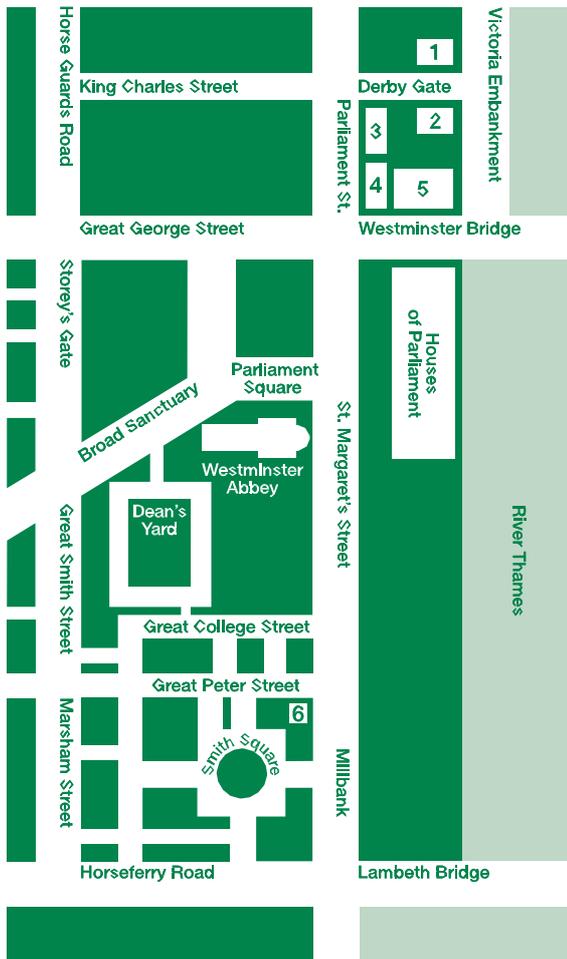


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# Department of Finance & Administration



The Department of Finance & Administration is located on the third and part of the fourth floor of 7 Millbank.

The Department also runs a Members' Advice Centre every Tuesday and Thursday afternoon in the Cloisters corridor in the Palace. Ring ext. 1340 for details.

Department of Finance & Administration  
House of Commons  
London SW1A 0AA

- 1 Norman Shaw North
- 2 Norman Shaw South
- 3 1 Derby Gate
- 4 1 Parliament Street
- 5 Portcullis House
- 6 7 Millbank

# Introduction

Andrew Walker



The Green Book aims to set out clearly what allowances and expenses you are entitled to claim, how to make your claim, and what supporting information you should provide. When you make a claim you are responsible for ensuring that your expenditure is wholly, exclusively and necessarily incurred on Parliamentary duties, and that it meets the requirements for that particular allowance. My Department helps you to do that by setting out the rules, subject to Mr Speaker's approval, and by checking your claims for obvious errors. We also offer you advice which you can obtain via the help numbers displayed in each section, or by calling at the Members' Advice Centre (MAC) situated in the Cloisters corridor. Opening times are advertised on the Finance & Administration Intranet site. You can book an appointment by ringing ext. 1340. The Personnel Advice Service (PAS) for members provides up-to-date information and guidance on personnel and employment issues. You can contact the service on ext. 2080 or by e-mailing [pas@parliament.uk](mailto:pas@parliament.uk).

Archie Cameron



Within the Department, the Operations Directorate (formerly known as the Fees Office<sup>1</sup>) led by Archie Cameron, is responsible for the payment of salary, pensions and allowances to Members. The Directorate acts as an agent for Members and makes payments on their behalf to staff and suppliers. We also pay select committee and international parliamentary delegation expenses, as well as telephone charges for calls made on the Parliamentary Estate.

We also provide an Occupational, Health, Safety and Welfare Service (OHSWS) for Members. You can find out further information about this in the Members' Handbook which complements the Green Book.

The Department aims to provide high quality, professional services for Members and their staff. I should appreciate feedback on our services, and any suggestions for improvement.

Andrew Walker  
Director of Finance & Administration

<sup>1</sup> *The Fees Office became known by this name because originally it collected the fees payable by promoters of private bills. This role is now carried out by the Private Bill office.*

# Introduction

## What's new in this edition?

There are a number of small changes to the sections on the additional costs allowance for Ministers, on the staffing allowance, the incidental expenses and travel entitlements.

## What are the main entitlements for Members?

### A Salary and Pension

Details are at sections 1 and 2.

An **Additional Costs Allowance** to reimburse certain Members for additional costs incurred when staying overnight away from their main home whilst performing Parliamentary duties.

See section 3 for details.

A **London Supplement**, which Members receive with their salary (in some circumstances).

Section 4 gives further information.

An **Incidental Expenses Provision** to meet the costs of:

- ✚ Accommodation for office or surgery use
- ✚ Equipment and supplies for the office or surgery
- ✚ Work commissioned and other services
- ✚ Certain travel and communications.

See section 5 for details.

A **Staffing Allowance** to pay up to the equivalent of 3 full time staff. The Department also offers a complementary Personnel and Advice Service (PAS).

See section 6 for details.

## Various travel entitlements, which include:

- ✚ Warrants or reimbursement for free travel whilst on Parliamentary business in the UK
- ✚ Season tickets in certain circumstances
- ✚ Motor Mileage Allowance
- ✚ Motorcycle Allowance
- ✚ Bicycle Allowance
- ✚ Up to 15 designated return journeys<sup>1</sup> each year for the Member's spouse and children
- ✚ Up to 12 designated return journeys<sup>1</sup> shared between all employees of the Member
- ✚ Up to 3 journeys a year to certain European destinations.

See section 7 for further information.

**Centrally provided computer equipment** which may be borrowed free of charge, for Parliamentary use only.

In addition, Members can call on:

- ✚ Additional equipment, facilities or help if they have a disability
  - ✚ Additional contributions to security costs.
- Further details are at section 12.

Claims against these allowances must be made within 2 months of the end of the allowances year in which the expenditure was incurred, ie by the end of May.

<sup>1</sup> Between 1<sup>st</sup> January 2004 and 31<sup>st</sup> March 2005 transitional arrangements will apply.

HELP NUMBERS

P11D queries 020 7219 0341/1421

### FREQUENTLY ASKED QUESTIONS

|  |  |
|--|--|
| When will I get paid?  | Everyone is paid on the last working day of the month.   |
| When do I have to notify the Department of any changes affecting the payment of my salary? | By the 15th day of the month.  |
| When do I receive my P60?  | By the end of May. Please keep it safe as we are not allowed to issue duplicate copies.  |
| When do I receive my P11D, to enable me to complete my tax return?                         | By 6th July, the Inland Revenue statutory deadline.  |
| Does the Department pay my Ministerial salary?   | No, individual Government Departments will pay these.  |
| When I cease to be a Minister am I entitled to severance pay?                              | Yes, if you are under the age of 65 you are entitled to three months' Ministerial salary, provided you are not appointed to another Ministerial post within three weeks. |
| What arrangements are made for salaries during Dissolution?                                | Members and their staff are paid up to and including the day of the general election and continue uninterrupted if the Member retains their seat.                        |

## 1.1.1.

The Department deals with Members' pay, and the pay and expenses of Members' staff. All salaries are paid monthly in arrears, on the last working day of every month.

## 1.1.2.

If you change your address or your bank account please ensure that details reach us by the 15th of the month in which they are to be effective.

## 1.2.1. Members' payroll

Members' salaries are governed by Resolutions of the House, and are increased annually on 1st April in line with Senior Civil Service pay. The Department also pays Parliamentary Office Holders, the Chairman of Ways and Means and both Deputies. The employing Department of State pays Ministerial salaries.

## 1.2.2.

The Department cannot pay a salary until a new Member takes the oath or affirms.

## 1.2.3.

Contributions are automatically deducted from salary in respect of the Parliamentary Contributory Pension Scheme and the Members' Fund.

## 1.3.1. London Supplement

Further details are available at section 4.

## 1.4.1. Tax and National Insurance

Income Tax and National Insurance contributions are deducted from salary payments.

## 1.4.2.

The Tax office that deals with you and your employees is:

Public Department 1  
Ty Glas Road  
Llanishen  
Cardiff CF14 5XZ

Telephone (switchboard) 02920 325000  
Fax number 02920 325954

## 1.5.1. Pay and Tax Information

Everyone paid through the Department will receive a P60 by the end of May, if they are still in employment at 5th April. This contains statutory information relating to payments and deductions.

## 1.5.2.

The Department will also send you your form P11D that sets out the taxable expenses and benefits you have received. Employees paid via the Department will also receive a P11D, except for those earning less than £8,500 p.a. who will receive a P9D. These are normally sent out at the end of June or early July, to meet the Inland Revenue deadline of 6th July. The Department automatically sends copies to the Tax Office.

## 1.5.3.

Any claims that are paid after the P11D has been sent to you will have to be reported to the Inland Revenue independently by you.

HELP NUMBERS Members' pensions 020 7219 5759 Members' staff pensions 020 7219 6122  
Norwich Union - 01603 686583 or e-mail [copemas@norwich-union.co.uk](mailto:copemas@norwich-union.co.uk) AXA - 08453 003175

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This is a brief summary of the main points. Please contact the Pensions Unit for further copies of the relevant booklet(s), application forms etc, and any other information you may require.

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Am I in a pension scheme?

Yes. Once you have sworn the Oath of Allegiance, you are a member of the Parliamentary Contributory Pension Fund (PCPF) from the day after you were elected.

The PCPF has a supplementary section for paid Ministers and Office Holders. Details will be supplied at the time they become relevant.

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Do I have to be in the PCPF?

No, you may opt out at any time provided you give at least one month's notice, and sign the special form available from the Pensions Unit to confirm that you understand the valuable benefits you are giving up by choosing not to be in the PCPF.

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How much does it cost me?

You can choose to make contributions of either 6% or 9% of gross pay (see below). Once you have made your choice, you cannot later change your mind, even if you have a break in service.

The effect on your take home pay is much less than the 6% or 9% contribution, as you benefit from tax relief (currently 40%), and also pay a lower rate of National Insurance.

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Why is my National Insurance contribution reduced?

While you are a member of the PCPF, you continue to build up rights to the Basic State Pension, but not to the Additional State Pension. (This used to be the State Earnings Related Pension, and is now the State Second Pension). The PCPF is allowed to "contract out" because it provides benefits which meet - and indeed substantially exceed - certain minimum criteria.

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What are the benefits?

If you pay 6% contributions, you normally build up benefits at 1/50th of your final salary for each year you are contributing to the PCPF. If you pay 9%, you normally build up benefits at 1/40th.

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Why "normally" 1/40th or 1/50th - what are the exceptions?

The rules of the PCPF place limits on maximum pension you can build up. If you have "retained benefits" (pension benefits from other sources, such as a previous company scheme or personal pension/retirement annuity contract, whether or not they have come into payment) at the time you join the PCPF, these may restrict your PCPF benefits. For your own protection, it is vital that you ask the Pensions Unit for more information, and then discuss this with your own professional advisers.

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Can I top up these benefits?

You may be able to do so by paying extra personal contributions. Limits apply both to the amounts you can contribute and to the benefits you can build up. Please ask the Pensions Unit for more information.

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HELP NUMBERS Members' pensions 020 7219 5759 Members' staff pensions 020 7219 6122  
Norwich Union - 01603 686583 or e-mail [copemas@norwich-union.co.uk](mailto:copemas@norwich-union.co.uk) AXA - 08453 003175

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At what age can I draw my pension?

You cannot draw your pension until you cease to be an MP. The normal pension age under the PCPF is 65. Early retirement (including on grounds of ill health) is possible, as is late retirement. Again, please ask the Pensions Unit for more information.

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What benefits are payable if I die while I am a serving MP?

A death gratuity of 4 x basic salary may be payable at the Trustees' discretion (unless you have opted out of the PCPF). Please complete a Nomination Form to let the Trustees know to whom you would like any such benefit to be paid.

Spouses and dependent children are normally eligible for dependents' pensions.

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Can I continue to contribute to my existing personal pension?

Please check with your personal pension provider. It may be possible where you either have a source of earned income from outside the House; or if your P60 earnings (from all employments, if you had more than one) in 2000/01, 2001/02 or 2002/03 were under £30,000.

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What about pensions for my employees?

Employees who are paid out of the staffing allowance are normally entitled to have a payment equal to 10% of salary made to the Portcullis Pension Plan.

The Portcullis Pension Plan is a group Stakeholder arrangement. (A Stakeholder is a special form of personal pension, with lower charges and more flexible contract terms than older style personal pensions). The 10% can be paid to one of the nominated providers (currently AXA and Norwich Union) or split between them in the proportions requested by the employee concerned.

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How do I make sure my employees get their full pension entitlement?

New employees are sent full details of the Portcullis Pension Plan with their contract of employment.

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## HELP NUMBERS

Additional costs allowance (ACA) 020 7219 1584/2948/0582/6651/5509/1390/5580

### FREQUENTLY ASKED QUESTIONS

|   |  |
|---|--|
| What can I claim?   | Only those additional costs wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main residence either at Westminster or in the constituency. If you receive the London Supplement you may not be eligible.   |
| What supporting documents do I have to provide?             | We ask for receipts for items of expenditure of £250 or more (except for food), and for all hotel bills. If you are claiming rental or mortgage interest we ask for a copy of your rental agreement or your latest mortgage interest statement.<br>Section 3.6 explains the requirements more fully. |
| Can you pay my rates or rent direct?                        | No, you must pay them yourself and claim reimbursement from us.  |
| Can I transfer costs into the next year's allowance budget? | No, we can only reimburse expenses for the financial year in which they occurred.  |
| What do I have to do if I move home?                        | Please inform us promptly. You may need to change the nomination of your main home.  |

\* Sometimes referred to as the Living Away from Home Allowance, Overnight Allowance, Accommodation Allowance

## HELP NUMBERS

Additional costs allowance (ACA) 020 7219 1584/2948/0582/6651/5509/1390/5580

### 3.1.1. Scope of allowance

The additional costs allowance (ACA) reimburses Members of Parliament for expenses wholly, exclusively and necessarily incurred when staying overnight away from their main residence (referred to below as their main home) for the purpose of performing Parliamentary duties. This excludes expenses that have been incurred for purely personal or political purposes.

### Eligibility

#### 3.2.1. You can claim ACA if:

- a You have stayed overnight in the UK away from your only or main home, and
- b This was for the purpose of performing your Parliamentary duties, and
- c You have necessarily incurred additional costs in so doing, and
- d You represent a constituency in outer London or outside London.

Note: You cannot claim ACA if you represent an inner London constituency.<sup>1</sup> Instead you will automatically receive the London supplement with your salary. If you represent an outer London constituency<sup>1</sup> you can choose between receiving the London supplement and ACA.

### What you can claim if you are eligible for the allowance

#### 3.3.1. Location of overnight stays

If your main home is in the constituency, you can claim ACA for overnight stays in London - or in another part of the constituency if reasonably necessary in view of the distance from your only or main home.

If your main home is in London you can claim for overnight stays in the constituency.

If your main home is neither in London nor the constituency you can choose in which of these areas to claim ACA.

See section 3.9.1. for definition of your main home.

### 3.4.1. Avoiding duplicate claims

Please inform the Department if you claim ACA for a second home and you wish to claim against the incidental expenses provision for any of the costs associated with an office on these premises (eg heating, lighting, decoration, furniture, telephones etc). You must make sure that you do not claim twice for any element of these costs.

### 3.4.2.

You must not claim ACA for more than one location at any time.

### 3.4.3.

Please inform the Department if you are claiming ACA in respect of a property which you share with another Member.

### 3.5.1. Subletting, lodgers, paying guests etc

You are strongly advised to avoid subletting or renting out any part of a property for which you claim the additional costs allowance. However, if you have such an arrangement you should send a copy of the agreement with your tenant or lodger to the Department. We will reduce the ceiling on your claims for that year by the rental income for that year.

### 3.6.1. Documentation needed

Please supply the following:

- ✚ If you have a mortgage, a copy of your last statement of interest - and future statements at annual intervals. If this does not demonstrate that the mortgage is in your name, further evidence may be required
- ✚ If you lease a property, a copy of your lease agreement
- ✚ If you sublet or rent out a portion of your property, a copy of the relevant agreement with your tenant or lodger
- ✚ If you stay in a hotel, all hotel receipts (including those under £250)
- ✚ Any documentation relating to changes to these arrangements
- ✚ Invoices/receipts for all items of expenditure of £250 or more (except for food.)

<sup>1</sup> See section 4 on the London Supplement, which lists inner and outer London constituencies.

## HELP NUMBERS

Additional costs allowance (ACA) 020 7219 1584/2948/0582/6651/5509/1390/5580

### 3.6.2.

You must supply the address of your second home or hotel every time you complete a claim form.

### 3.7.1. Making a claim

Please submit your claim monthly or quarterly using the ACA claim form. We cannot pay suppliers direct - you can only be reimbursed for expenses which you have already paid.

### 3.7.2.

If you wish to claim a fixed sum per month in order to cover council tax, mortgage interest or rental costs, you may submit a statement of expected expenditure at the beginning of the allowance year, along with a copy of your latest council tax statement, mortgage interest statement or rental agreement as appropriate. Each month we will pay you a fixed sum, which will not exceed 1/12 of the annual allowance. You must then submit a statement of actual spend at the end of the year, together with documentation (as listed in paragraph 3.6.1.) This will mean that you do not have to submit monthly claims. However, this arrangement is conditional on your providing the required documentary evidence at the end of the year.

You cannot claim a fixed sum per month for items other than council tax, mortgage interest or rental costs.

### 3.8.1. Allowable expenditure

You should avoid purchases which could be seen as extravagant or luxurious.

### 3.8.2.

Subject to paragraphs 3.1.1. to 3.10.1. you can claim reimbursement for the expenses listed provided that they are wholly, exclusively and necessarily incurred in the course of your Parliamentary duties.

### 3.9.1. Definitions

#### Main home

When you enter Parliament we will ask you to give the address of your main UK home for the purposes of ACA and travel entitlements. It is your responsibility to tell us if this changes. This will remain your main home unless you tell us otherwise.

The location of your main home will normally be a matter of fact. If you have more than one home, your *main home* will normally be the one where you spend more nights than any other.

If there is any doubt about which is your main home, please consult the Department of Finance and Administration.

#### Constituency

For the purposes of the additional costs allowance, overnight stays within 20 miles of your constituency boundary are regarded as overnight stays within your constituency.

#### London

Similarly, for the purposes of this allowance, overnight stays within 20 miles of the Palace of Westminster are deemed to be overnight stays within London.

### 3.10.1. Changes to your living arrangements

If you change the location of your main or second home please let us know promptly, as it may affect your ACA claim. For example, if your constituency is outside London and you move your main home from the constituency to London, this will mean that you can no longer claim ACA in London.

## HELP NUMBERS

Additional costs allowance (ACA) 020 7219 1584/2948/0582/6651/5509/1390/5580

### 3.11.1. Examples of expenditure allowable under additional costs allowance

Rental Costs - on one additional home in either London or the constituency. (If you claim for a rental deposit you must repay this when the deposit is returned to you.)

Mortgage costs - for one additional home in either London or the constituency. This is limited to the interest paid on repayment or endowment mortgages, and legal and other costs associated with obtaining that home (eg stamp duty, valuation fees, conveyance, land searches, removal expenses), or

Hotel expenses - in either London or the constituency. (This may include overnight accommodation and food but no alcohol)

Other food - reasonable additional costs while you are away from your main home

#### Service charges

#### Utilities

- ✚ heat
- ✚ light
- ✚ water.

#### Telecommunication charges

#### Furnishings

- ✚ white goods
- ✚ electrical equipment
- ✚ other furnishings.

#### Maintenance & service agreements

- ✚ necessary non-capital repairs (ie repairs to make good dilapidations)
- ✚ decoration.

#### Cleaning

#### Insurance

- ✚ buildings

#### Basic security measures

- ✚ door/window locks
- ✚ intruder alarms
- ✚ external security

#### Other

- ✚ TV licence, parking

### 3.12.1. The following expenditure is not allowable:

Living costs for anyone other than yourself; repayments of the capital element of your mortgage  
interest foregone or notional interest on loans  
payments toward endowment policies & life insurance premiums

interest on any additional mortgages, advances or loans secured on the same property

rental or mortgage costs for any part of your property occupied by a lodger, paying guest etc, unless this is offset against your claim  
computer equipment or services

repairs which go beyond making good dilapidations and enhance the property.  
**Please seek advice on what is allowable before committing to building works of any sort.**

The costs of leasing accommodation from yourself.

Capital additions to the home (ie improvements which add to the value of your property.)

furnishings or fittings which are antique, luxury or premium grade

Entertainment or hospitality

Travel

(These costs should be claimed in the usual way)

Congestion charges

Any expenses incurred during the dissolution of Parliament

If you are unsure about whether an expense may be met from the allowance please contact the help numbers for advice.

## 4.1.1. Scope of the London Supplement

The London Supplement is payable to Members who represent certain constituencies in London. It is automatically paid to these Members with their salary and is subject to income tax and national insurance.

## 4.2.1. Eligibility

You will automatically receive the London Supplement if:

- a You represent an inner London constituency.<sup>1</sup>
- b You are a Minister or paid office holder<sup>2</sup> (unless you are provided with an official residence)

If you represent an outer London constituency<sup>3</sup> you must choose between the London Supplement or the Additional Costs Allowance. (See section 3 for details on this allowance.)

### 1. Inner London Constituencies

|                                 |                                  |
|---------------------------------|----------------------------------|
| Battersea                       | Islington North                  |
| Bethnal Green & Bow             | Islington South & Finsbury       |
| Camberwell & Peckham            | Kensington & Chelsea             |
| Cities of London & Westminster  | Lewisham Deptford                |
| Deptford                        | Lewisham East                    |
| Dulwich & West Norwood          | Lewisham West                    |
| Eltham                          | North Southwark & Bermondsey     |
| Greenwich & Woolwich            | Poplar & Canning Town            |
| Hackney North & Stoke Newington | Putney                           |
| Hackney South & Shoreditch      | Regent's Park & Kensington North |
| Hammersmith & Fulham            | Streatham                        |
| Hampstead & Highgate            | Tooting                          |
| Holborn & St Pancras            | Vauxhall                         |

### 2. Paid Office Holders

|                                 |                                     |
|---------------------------------|-------------------------------------|
| Chairman of Ways & Means        | Chief Whip                          |
| Deputy Chairman of Ways & Means | Deputy Chief Whip                   |
| Leader of the Opposition        | Assistant Chief Whip, as designated |

### 3. Outer London Constituencies

|                                 |                      |
|---------------------------------|----------------------|
| Barking                         | Harrow East          |
| Beckenham                       | Harrow West          |
| Bexleyheath & Crayford          | Hayes & Harlington   |
| Brent East                      | Hendon               |
| Brent North                     | Hornchurch           |
| Brent South                     | Hornsey & Wood Green |
| Brentford & Isleworth           | Ilford North         |
| Bromley & Chislehurst           | Ilford South         |
| Carshalton & Wallington         | Kingston & Surbiton  |
| Chingford & Woodford Green      | Leyton & Wanstead    |
| Chipping Barnet                 | Mitcham & Morden     |
| Croydon Central                 | Old Bexley & Sidcup  |
| Croydon North                   | Orpington            |
| Croydon South                   | Richmond Park        |
| Dagenham                        | Romford              |
| Ealing North                    | Ruislip Northwood    |
| Ealing Southall                 | Sutton & Cheam       |
| Ealing, Acton & Shepherd's Bush | Tottenham            |
| East Ham                        | Twickenham           |
| Edmonton                        | Upminster            |
| Enfield North                   | Uxbridge             |
| Enfield, Southgate              | Walthamstow          |
| Erith & Thamesmead              | West Ham             |
| Finchley & Golders Green        | Wimbledon            |
| Feltham & Heston                |                      |

## FREQUENTLY ASKED QUESTIONS

What can I use the IEP for?

You can use it to pay for:

Office and surgery accommodation

Equipment and supplies for the office and/or surgery

Work commissioned and bought in services

Communications and travel

Certain staff related costs. (In order to meet these, you must transfer funds into the staffing allowance)

Please see the detailed guidance in section 5.13.

How do I claim?

There are three main ways to claim:

You can meet the bill yourself and claim the sum back. Use a Members' Reimbursement form (C1). (You can also use a Direct Payment to Staff form (C3) to reimburse an employee who has purchased supplies for you)

We can pay the supplier direct. Use a Direct Payment to Third Parties form (C2) and attach a copy of the invoice

You can set up a regular payment arrangement. Use a Periodic Payments form (B), and attach a copy of your contract with the supplier.

How long does it take for payment to be made?

We aim to pay invoices within 7 working days of an invoice reaching us. Please submit invoices promptly.

What statements will I get?

The Department will send you a monthly statement showing actual expenditure to date and known projected commitments (periodic payments) to 31st March.

## 5.1.1. Scope of the allowance

The incidental expenses provision (IEP) is available to meet costs incurred on Members' Parliamentary duties. It cannot be used to meet personal costs, or the costs of party political activities or campaigning. The paragraphs which follow outline the main areas of expenditure which we recognise as incurred in supporting these duties, but it is each Member's responsibility to ensure that all expenditure funded by the IEP is wholly, exclusively and necessarily incurred on Parliamentary duties.

## 5.2.1. Eligibility

It is open to all Members of Parliament to apply for the IEP.

## 5.3.1. Allowable expenditure

The IEP may be used to meet the following expenses:

- ✚ Accommodation for office or surgery use - or for occasional meetings;
- ✚ Equipment and supplies for the office or surgery.
- ✚ Work commissioned and other services.
- ✚ Certain travel and communications.

In addition, you may transfer money from the IEP to the staffing allowance to meet staffing costs.

## 5.3.2.

Section 5.13. lists examples of allowable and non-allowable expenditure under these headings. Even if an item is listed in the category of allowable expenditure, it is only allowable if the spend is wholly, exclusively and necessarily incurred on Parliamentary duties. For further guidance please contact the help numbers above.

## 5.4.1. Proportion of the allowance which may be claimed during the year

The allowances year runs from 1 April to 31 March. Subject to paragraph 5.4.2., there is no ceiling on the proportion of this allowance which you may draw down at any point in the year.

## 5.4.2.

If you enter or leave Parliament part way through the allowances year your entitlement will be calculated on a quarterly basis. For example, if you leave in July (ie during the second quarter) you will be entitled to two quarters' worth of the IEP. If you have spent more than this you will be asked to repay the excess.

## 5.5.1. Tax implications

The IEP is taxable and must be included in your tax return, but expenses which the Inland Revenue accepts as wholly, exclusively and necessarily incurred in the performance of your Parliamentary duties are eligible for tax relief.

## 5.5.2.

Some of the items allowable under the incidental expenses provision may nevertheless give rise to a tax charge. For information about tax implications see the booklet 'MPs, Ministers and Tax', obtainable from the Department, or contact Peter Gurney in the Inland Revenue on 0207 273 8052.

## 5.6.1. Transfers out of the IEP

You may choose to transfer money from the IEP to the staffing allowance at any point in the allowances year. You may not however transfer money out of the staffing allowance to the IEP at any time.

## 5.7.1. Annual adjustment

The IEP will be adjusted annually in line with the movement in the Retail Prices Index. Each April, the Department will announce the increase in IEP for the year ahead.

## 5.8.1. At the end of the allowances year

If part of the IEP remains unspent at the end of the allowances year, then - providing the spend was incurred during that year - claims may be made against it for 2 months ie until the end of May.

## 5.8.2 Carry forward of unspent amounts at year-end and provision for advances

If you have specific spending plans you can apply to carry forward up to 10% of the IEP at year end. There are specific criteria to be met. In certain circumstances you can also ask for an advance<sup>1</sup>.

## 5.9.1. Avoidance of overspends

We can only process claims whilst there are sufficient funds remaining in the IEP to cover these costs. If you exhaust the IEP the Department of Finance and Administration will not honour further commitments.

## 5.9.2.

You must not top up the IEP with funds from elsewhere. If you have exhausted the IEP it will be your responsibility to meet any bills due from your own resources. The Department will not process these.

## 5.10.1. Verifiable expenditure

Evidence in the form of invoices or receipts must be provided for all items of expenditure of £250.00 or more.

<sup>1</sup>Further details are on the Intranet at [http://dfaweb.parliament.uk/dfaweb/hpandg/iep\\_factsheet.htm](http://dfaweb.parliament.uk/dfaweb/hpandg/iep_factsheet.htm)

## HELP NUMBERS

Incidental expenses provision 020 7219 1584/2948/0582/6651/5509/1390/5580

### 5.11.1. Spend which may be met from the incidental expenses provision

Pages 17-18 give examples of expenditure which are allowable, provided that they are incurred wholly, exclusively and necessarily on Parliamentary duties. There are also examples of expenditure which is not allowable. If in doubt please consult the help numbers given at the top of this page.

### Rules on the arrangements for Members' constituency Offices

#### 5.12.1. Principles

You are advised to ensure that arrangements for your office and surgery premises are above reproach and that there can be no grounds for a suggestion of misuse of public money.

You must avoid any arrangement which may give rise to an accusation that you - or someone close to you - is obtaining an element of profit from public funds; or that public money is being diverted for the benefit of a political organisation.

#### 5.12.2. Propriety

The allowances must not be used to meet the costs of leasing accommodation from:

- ✚ Yourself (But see paragraph 5.12.7. on using an office in your home)
- ✚ A close business associate, or any organisation in which you - or a partner or family member - have an interest
- ✚ A partner or family member (which includes relatives by blood and by marriage.)

Exercise particular care if the accommodation is leased from a political party or a constituency association. You must ask an independent valuer to assess the property in order to ensure that it is being rented at no more than the market rate. See also paragraph 5.12.3. on agreements for accommodation and services in combination.

You should seek advice from the Registrar of Members' Interests if the premises are provided rent free or at a rental below market rates.

### Other issues

The following arrangements require particular care:

#### 5.12.3. Contracts for staff, services etc in combination with accommodation

You must negotiate a separate contract for accommodation and another one for services (eg staffing, telephony, use of photocopiers etc). Any agreement for staffing facilities and/or services, and the charges, must be set out in writing separately from any agreement for accommodation.

Charges must be for actual, not nominal, services, and the service charges must accurately reflect the levels of service provided. You must lodge a copy of the agreement with the Department and ensure that any subsequent changes are notified in writing immediately to the Department.

#### 5.12.4. Sharing arrangements between Members, and sharing with Members of Devolved Bodies and Members of the European Parliament

Secure separate billing arrangements wherever possible. Where separate billing is not feasible a copy of the agreement setting out how the costs will be divided should be lodged with the Department. If one Member agrees to meet the costs in full initially, and to recover from the other parties to the arrangements, the agreement to do this must be lodged with the Department. The sums recovered must be remitted to the Department for credit to the incidental expenses provision.

#### 5.12.5. Sublets

In view of the practical difficulties which may arise, you may not sublet accommodation which you lease and pay for out of the allowances. [Exceptions may be allowed for sublets existing in January 2002 when this restriction was introduced.]

If this is not practicable and the sublet continues you should

- ✚ Lodge a copy of the lease with the Department and update it as required;
- ✚ Obtain a valuation of the rental from an independent valuer. You should ensure that you are charging the market rate;
- ✚ Deduct the income from the sublet(s) from the total rental charge and claim the net amount from your IEP, and
- ✚ Ensure that full and proper accounts are kept of all relevant transactions.

## HELP NUMBERS

Incidental expenses provision 020 7219 1584/2948/0582/6651/5509/1390/5580

### 5.12.6. Documentation required

You must lodge the following with the Department of Finance and Administration

- ✚ A copy of your lease
- ✚ A copy of a recent independent valuation (required only if you lease from a political organisation or if you sublet part of the premises)
- ✚ A copy of any agreement for cost sharing (required only if you share with another Member, with a Member of a devolved body or a MEP)
- ✚ A copy of any agreement for services with your constituency association or other party political organisation.

You must also inform the Department of any alterations to the terms of these.

### 5.12.7. Homes used as offices

You may use as an office for your Parliamentary duties any part of your home, or of any other building which you lease or own. You may claim for any additional costs incurred (eg extra telephone lines, heat, light) but not leasing or mortgage costs.

### 5.12.8. Occasional use of office premises by others

You may charge for occasional use of your premises by others. (This must not exceed 20 days per year.) The charge should be set at a level which reflects a proportion of the leasing costs and the cost of any services used. You should ensure that full and proper accounts are kept of all relevant transactions.

### 5.12.9. Information required by the Inland Revenue

You should note in your tax return any income derived from letting or sharing your office, and for occasional use of the premises by others etc.

### 5.13.1. Examples of expenditure allowable under the incidental expenses provision Office and surgery accommodation

You must lodge copies of all office leases with the Department of Finance and Administration, keep them updated and ensure that they comply fully with the rules issued in January 2002 on Members' offices, detailed on page 16.

#### Allowable expenditure:

- ✚ Rental, surveyors' and lawyers' fees
- ✚ Hiring facilities for surgeries or meetings
- ✚ Payments to utilities: rates, water, gas, electricity
- ✚ Repairs and alterations if required by your lease, provided that these do not go beyond making good dilapidations and thus enhance the value of the property; measures to ensure security, better health and safety or accessibility for the disabled<sup>1</sup>. **Please seek advice from the Department of Finance and Administration on what is allowable before committing to building works of any sort**
- ✚ Additional costs of using part of the home as an office - provided this is set aside as an office. If you claim ACA for this home you must take particular care to ensure that you do not claim twice for the same expenses.
- ✚ Insurance for office premises (It is your responsibility to arrange insurance for your office premises. You are advised to check whether your policy includes cover for acts of terrorism.)

#### Expenditure not allowable:

- ✚ Buying accommodation or vehicles
- ✚ Rental or mortgage costs for the Member's home
- ✚ Capital repairs and alterations (But certain security measures may be permissible.)
- ✚ Security for the Member's home. (However, the allowances may be used for additional security measures limited to any part of a home which is used as an office.)

<sup>1</sup> Further details are available on the Intranet <http://cfinw01/fanda/hpandg/security.htm> and from ext. 5732

## HELP NUMBERS

Incidental expenses provision 020 7219 1584/2948/0582/6651/5509/1390/5580

Work commissioned and bought in services  
 Note: With the exception of costs associated with publications and websites, the costs listed below may also be met from the staffing allowance, provided that in any given year the costs of work commissioned do not exceed 25% of that budget.

### Allowable expenditure:

- ✚ Professional advice eg from accountants, valuers or lawyers
- ✚ Cleaning, janitorial or reception services
- ✚ Maintenance services for hardware, software and equipment
- ✚ Interpreting and translation services (This includes sign language, interpretation and Braille translation)
- ✚ Research and media scanning services
- ✚ Consultancy eg on software or websites
- ✚ Insurance for office contents other than centrally provided computers
- ✚ Occupational health advice or services for staff
- ✚ Training for Members and/or their staff<sup>1</sup>
- ✚ Recruitment services
- ✚ Work that you would reasonably expect a member of your staff to undertake.

### Expenditure not allowable:

- ✚ Advice for individual Members on self promotion, or PR for individuals or political parties.
- ✚ Any insurance which is bought by the House<sup>2</sup> centrally. This includes
  - public liability
  - employers' liability
  - personal accident for Members and their spouses
  - travel for Members while abroad
  - defamation
  - accidental loss and damage for centrally provided computers etc
  - professional liability.

<sup>1</sup> Details of e-learning, training for seminars and induction for Members' staff can be obtained via the website [www.working4anMP.org.uk](http://www.working4anMP.org.uk) and from the Learning Centre ext.6008.

<sup>2</sup> Further details on insurance are available on the Intranet <http://cfinw01/fanda/pmatters/pas/persmp.htm> and from the Department (ext 5973 or 2080).

<sup>3</sup> Members can borrow centrally provided IT equipment - further details are on the Intranet. <http://pdvnsco.parliament.uk/ccat/catalogue.doc>

## Equipment and supplies for the office and/or surgery

### Allowable expenditure:

- ✚ Purchase or lease of photocopiers, faxes, scanners, phones and other office equipment, including computers<sup>3</sup>
- ✚ Purchase of office furniture
- ✚ Purchase of stationery and consumables
- ✚ Purchase of hardware and software.

### Expenditure not allowable:

- ✚ Hospitality and entertainment
- ✚ Camcorders

## Communications and travel

### Allowable expenditure:

- ✚ Postage from the constituency
- ✚ Constituency telephone costs including line rental
- ✚ Printing and sending newsletters, establishing and maintaining websites, provided that these meet Department standards and do not amount to political campaigning<sup>4</sup>
- ✚ Accommodation during trips funded by extended travel
- ✚ Subscriptions eg to newspapers or periodicals
- ✚ Recruitment and recruitment advertising costs
- ✚ Notification to the Information Commissioner
- ✚ Staff travel if warrants are not used
- ✚ Taxis and private hire cars (You must provide receipts.) See Section 7.1.2.

### Expenditure not allowable:

- ✚ Campaigning on behalf of a political party or cause
- ✚ Communications or travel on personal or party political matters
- ✚ Travel and/or accommodation for anyone who is not a Member or their employee
- ✚ Wreaths, greetings messages and cards etc
- ✚ Hospitality and entertainment.

<sup>4</sup> Factsheets:

Guidance for Members of Parliament on publications funded from the IEP.

<http://cfinw01.parliament.uk/fanda/hpandg/ieppub.htm>

Guidance for Members of Parliament on Members' websites funded from the IEP.

<http://cfinw01.parliament.uk/fanda/hpandg/memweb.htm>

Budget queries 020 7219 6121/2126/2616 or e-mail [membersbudgets@parliament.uk](mailto:membersbudgets@parliament.uk)  
 Queries about payroll or payments made or due 020 7219 4905/5756/1422/0833/1425  
 Advice on personnel or employment practice 020 7219 2080 or e-mail [pas@parliament.uk](mailto:pas@parliament.uk)

## FREQUENTLY ASKED QUESTIONS

|   |  |
|---|--|
| How do I know how much money I have in this budget each year?                                       | The Department will tell you at the start of the allowances year, which begins on 1 April. See explanation in section 6.7.   |
| How do I arrange payment for a new employee?  | Ask the Department for a new starter pack which contains information for your new employee and a copy of a form A for you to fill in before your employee is paid. |
| Do I need to give my staff a contract of employment?  | Yes. You must send a copy of the contract of employment to the salary services section within 8 weeks of your employee starting work.                              |
| How do I change the salary of an existing employee?   | Ask the Department for a change of rate form.  |
| What monitoring information will I receive?   | We will issue a projection at the beginning of the allowances year. We will update this as needed when your staffing arrangements change.                          |
| Can I make a payment to an employee myself and then claim reimbursement from my staffing allowance? | No.  |
| Can you pay for cover when employees are off on maternity leave or sickness absence?                | Yes. If they are off for more than 2 continuous weeks you can claim temporary secretarial allowance. <sup>1</sup> Please contact us via the payroll help numbers.  |

<sup>1</sup> Factsheet:  
 Temporary Secretarial Allowance (TSA) Guidance  
<http://cfinw01.parliament.uk/fanda/pcoca/tsa/tsa.htm>

Staff Payroll Queries (Alpha split)  
 Help Numbers (by Members' surname)

|         |               |
|---------|---------------|
| A-Coo   | 020 7219 4905 |
| Cor-Hea | 020 7219 0833 |
| Hen-Mar | 202 7219 1422 |
| Mat-Say | 020 7219 5756 |
| Sed-Z   | 020 7219 4888 |

Budget queries 020 7219 6121/2126/2616 or e-mail [membersbudgets@parliament.uk](mailto:membersbudgets@parliament.uk)  
Queries about payroll or payments made or due 020 7219 4105/5756/1422/0833/1425  
Advice on personnel or employment practice 020 7219 2080 or e-mail [pas@parliament.uk](mailto:pas@parliament.uk)

## 6.1.1. Scope of allowance

The staffing allowance is available to meet the costs wholly, exclusively and necessarily incurred on the provision of staff to help Members perform their Parliamentary duties. Further details of allowable expenditure are set out at paragraph 6.10.1.

## 6.2.1. The proper use of the staffing allowance

Subject to the paragraphs which follow, all Members of Parliament may draw on the staffing allowance to pay their staff. It is a Member's responsibility to ensure that staff paid from this allowance are

- ❖ employed to meet a genuine need in supporting you, the Member, in performing your Parliamentary duties;
- ❖ able and (if necessary) qualified to do the job;
- ❖ actually doing the job

and that the resulting costs, in so far as they are charged to this allowance, are reasonable and entirely attributable to the Member's Parliamentary work.

## 6.3.1. Calculation of staffing allowance for individual Members

The Department will calculate a ceiling on the staffing allowance for individual Members at the beginning of the allowances year. We will not adjust this ceiling in-year if your staffing arrangements change.

## 6.3.2.

If you have a London constituency you will automatically receive an increased staffing allowance.

## 6.3.3.

If you have a constituency elsewhere you will also receive an enhanced staffing allowance if you have an employee or employees based wholly or mainly in London. The maximum staffing allowance which you receive will be equivalent to the staffing allowance for London Members. The purpose of the enhancement is to take account of the higher employment costs involved.

## 6.3.4.

The enhancement described in paragraph 6.3.3. will be calculated to take account of the number of permanent staff, and staff on fixed term contracts which on 1 April of the year concerned have at least 3 months yet to run, who are employed by you. These staff must be based wholly or mainly in London. Members with part-time staff will attract a proportion of the extra money available in respect of full-timers.

## 6.4.1. Period for which claims may be submitted

The allowances year runs from 1 April to 31 March. Subject to the paragraph which follows, there is no ceiling on the proportion of this allowance which you may draw down at any point in the year.

## 6.4.2.

If you enter or leave Parliament part way through the allowances year your entitlement will be calculated on a quarterly basis. For example, if you leave in July (ie during the second quarter) you will be entitled to two quarters' worth of the staffing allowance. If you have spent more than this you will be asked to repay the excess.

## 6.5.1. Approved contracts and pay ranges

Staff who are paid from Members' staffing allowances must be paid in accordance with the pay rates linked to job descriptions and standard contracts prepared by the Department of Finance and Administration, and approved by the Speaker's Advisory Panel. The only staff who are not required to conform with these arrangements are those who were employed before 5 July 2001 and therefore have pre-existing employment rights; self-employed staff who are recognised as such by the Inland Revenue (Public Department 1), and a very small number of staff approved by the Department of Finance and Administration who are employed on non-standard jobs, eg facilitators for Members with disabilities.

## 6.6.1. Relationship with the incidental expenses provision, and paying for bought-in services

You may supplement the staffing allowance by drawing on any surplus funds either from your own Parliamentary salary or from the incidental expenses provision.

## 6.6.2.

The staffing allowance is ring-fenced. You may not switch funds out of the staffing allowance for use elsewhere.

## 6.6.3.

The costs of bought-in services may be met from the IEP, or alternatively from the staffing allowance. If you charge bought-in services to the staffing allowance the total costs in any allowances year may not exceed 25% of that allowance. (See section 6.10.1. for guidance on those bought-in services which are regarded as allowable.)

## 6.7.1. Annual adjustment

The ceiling on the staffing allowance will be adjusted annually in line with the movements in pay for similar jobs outside the House. At the beginning of each allowances year the Department will advise Members of the ceiling for their staffing allowance. We will not however uprate the pay of Members' staff automatically. If you wish to increase the pay of your staff, please notify the salary services section.

HELP NUMBERS Budget queries 020 7219 6121/2126/2616

Queries about payroll or payments made or due 020 7219 4105/5756/1422/0833/1425

Advice on personnel or employment practice 020 7219 2080 or e-mail [pas@parliament.uk](mailto:pas@parliament.uk)

## 6.8.1. At the end of the allowances year

If part of the staffing allowance remains unspent at the end of the allowances year, then for a further 2 months, until the end of May, you may draw on the unspent allowance, eg for bonuses or overtime payments - providing that these relate to work done during the year in question. See also paragraph 6.10.1. for rules on bonuses.

## 6.8.2 Carry forward of unspent amounts at year end and provision for advances

If you have specific spending plans you can apply to carry forward up to 10% of the staffing allowance at year-end. In certain circumstances you can also ask for an advance<sup>1</sup>.

## 6.9.1. Avoidance of overspends

You must ensure that funds are available to meet all commitments. If the staffing allowance is exhausted and you have commitments to pay staff, the Department of Finance and Administration will only honour these if you transfer money into the staffing allowance in advance from the incidental expenses provision or out of your own Parliamentary salary. The Department of Finance and Administration is not empowered to honour your commitments if you do not do this.

## 6.10.1. Allowable expenditure

The following list below gives examples of expenditure which are allowable, provided that the expenditure is wholly, exclusively and necessarily incurred on Parliamentary duties. It also gives examples of expenditure which is not allowable. If in doubt please consult the help numbers given.

### Allowable expenditure

- ✚ Staff salaries and employer's NI - provided that for any staff taken on since 5 July 2001, they are employed on the new standard contracts and their salaries and contracts meet the Department rules
- ✚ Overtime payments
- ✚ Bonuses/performance awards<sup>2</sup>
- ✚ Payments to self-employed staff recognised as such by the Inland Revenue in Cardiff. (Public Department 1)
- ✚ Payments for bought-in services (See section 5 for further guidance)
- ✚ Severance pay or pay in lieu of notice if payable
- ✚ Settlements made at tribunals and court hearings (and in advance of such hearings) The allowances will not meet the costs of punitive damages.<sup>3</sup>

- ✚ Travel, subsistence and/or expenses for staff and volunteers<sup>4</sup> (This must be paid through the payroll as a tax charge may be incurred)
- ✚ Reasonable cover for staff absences (eg for caring, maternity, parental leave or sickness absence) of up to 2 weeks
- ✚ Pay of cleaning staff (Exceptionally, the new pay guidance does not apply.)
- ✚ Meals and subsistence
- ✚ Additional pensions contributions for Members' staff<sup>5</sup>
- ✚ Childcare costs<sup>6</sup>
- ✚ Contributions to private healthcare schemes for Members' staff<sup>5</sup>
- ✚ Non-repayable season tickets for Members' staff.<sup>5</sup>

### Expenditure not allowable:

- ✚ Salaries of staff taken on since 31 July 2001 who are employed on pay rates which do not conform with the pay guidance issued by the Department of Finance and Administration; or on non-standard contracts unless specially authorised by the Department
- ✚ Staff who are employed on party political duties or non-Parliamentary duties
- ✚ Gifts valued at over £10
- ✚ Hospitality or entertainment, such as Christmas parties or lunches.

1 Further details are on the intranet

[http://dfaweb.parliament.uk/dfaweb/hpandg/iep\\_fact\\_sheet.htm](http://dfaweb.parliament.uk/dfaweb/hpandg/iep_fact_sheet.htm)

2 Bonuses paid during the year may not exceed 15% of that employee's gross annual salary.

3 Litigation. Members finding themselves involved in litigation solely relating to actions arising from the performance of their duties as a Member of Parliament or as an employer should contact the Head of the Operations Directorate immediately. If the action relates to an employee, please seek advice from the Department.

4 You are encouraged to pay subsistence for your staff if they attend training activities away from their work place.

5 These should be considered as part of the overall remuneration package for the purpose of the guidance on salaries issued by the Department of Finance and Administration. They should not be paid in addition to the recommended salary levels.

6 Members' employees may claim childcare vouchers from central funds. Further details are available from [childcarevouchers@parliament.uk](mailto:childcarevouchers@parliament.uk) or on the Intranet at <http://dfaweb.parliament.uk/dfaweb/pmatters/childcare/vchmnu.htm>

## HELP NUMBERS

UK Travel 020 7219 5744 European community institutions 020 7219 5565

Season tickets & warrants 020 7219 1317 Select committee & delegations 020 7219 1317/5744

### 7.1.1. General

The House will fund reasonable travel provided that it is wholly exclusively and necessarily undertaken for Parliamentary duties such as:

- ✚ Attendance in the Chamber, in Westminster Hall or in committees of the House
- ✚ Visits to constituents
- ✚ Other visits to undertake constituency casework or where required for general constituency matters
- ✚ Surgeries and advice sessions
- ✚ Other issues relating to matters currently before the House or before a select committee on which you serve

This is limited to journeys listed in 7.1.4. below.

### 7.1.2.

Provided that the journey is allowable under one of the four categories listed in 7.1.4. below, the House will meet the costs of:

- ✚ Fares for journeys by public transport. This may include sleeping berths for overnight journeys
- ✚ Mileage for cars, motorbikes or bicycles
- ✚ Taxis and private hire cars at car mileage rates only. (If you wish to claim the full costs, you may use your incidental expenses provision. You must provide receipts.)

### 7.1.3. What cannot be claimed?

You cannot claim for:

- ✚ Subsistence (Except for European and extended travel.)
- ✚ Travel fares for anyone other than you, your staff and family as set out in the guidance which follows. You may however carry passengers with you in your car
- ✚ Congestion charges, tolls, and car parking (An allowance for these is included in the car mileage rates.)
- ✚ Costs of leasing or purchasing a vehicle (The car mileage rates include an element to cover purchasing costs.)

### 7.1.4. Allowable journeys

The following are allowable provided that the travel was undertaken on Parliamentary duties.

- a Standard travel: Travel by the recognised direct route between any two of the following three points:
  - ✚ Your main home<sup>1</sup>, Westminster, the constituency. Section 7.2. gives further details.
- b Constituency travel: Travel within the constituency, and travel between the constituency and local or regional offices of government departments, offices of local authorities, or the regional or Parliamentary assembly. Section 7.3. gives further details.
- c Extended travel within the UK. (This requires advance authorisation.) Crown dependencies are not allowable. Section 7.4. gives further details.
- d European travel (This requires advance authorisation.) Section 7.5. gives further details.

These are described in more detail below.

### Journeys which are not allowable

#### 7.1.5. You cannot claim for:

- ✚ Journeys on party political business eg to party conferences, party events
- ✚ Journeys to private destinations
- ✚ Journeys within the UK other than a to d above
- ✚ Journeys to European destinations - other than those allowed under European travel.

<sup>1</sup> If you are claiming additional costs allowance, this home must be the same as the main home for ACA. Please see section 3 on the ACA for a definition of your main home.

## HELP NUMBERS

UK & European community institutions 020 7219 5744/5565

Season tickets & warrants 020 7219 1317 Select committee & delegations 020 7219 1317/5744

## Mode of travel

### 7.1.6. Using your car

You will be reimbursed for car mileage at standard rates, found in the Quick Guide to Members' allowances. This is updated each April.

### 7.1.7.

We calculate car mileage for standard travel using the Autoroute digitised mapping system.

### 7.1.8.

Please note that you must notify us if you are driving in a car which is partly but not wholly owned and maintained by you, as a lower mileage rate will be paid.

### 7.1.9.

If you use your car for constituency travel you may need to record mileage in some circumstances. Section 7.3.2. explains.

### 7.1.10.

The current mileage rate includes an element for car parking and road tolls, so you cannot claim these separately. And you cannot claim for congestion charges or similar.

**7.1.11. Using cars owned by other people** We will also pay the mileage rate if you drive or are driven in a car owned and maintained by someone else. You must undertake to pass this sum on to them.

### 7.1.12. Travelling by public transport

If you (or your staff or family) make an allowable journey by public transport you may either:

- ✚ Buy a ticket yourself and claim back the costs, or
- ✚ Use a travel warrant, if you have one.

### 7.1.13.

You are encouraged to purchase your tickets via the Parliamentary Travel Office if at all possible, so that the House can benefit from route deals. You can use your warrants at the Travel Office.

### 7.1.14.

You may claim for a season ticket to the Westminster area if you make four return journeys per week during sitting weeks.

### 7.1.15. Claiming reimbursement of ticket costs

If you pay for the ticket yourself you should inform the Department in writing. You will need to submit the ticket or a copy of it, or supply the ticket number.

### 7.1.16. Using warrants

You may be given books of warrants for use when buying public transport tickets for standard journeys, and for spouse and employee travel. You are personally accountable for the use made of warrants issued to you. Please follow the following rules:

- ✚ Use each warrant for one journey only
- ✚ Enter all journey details and the date
- ✚ Use the warrant and the ticket bought with it only for travel for allowable journeys
- ✚ If you have unused tickets which are no longer valid please return them to the Department in order to obtain a refund
- ✚ Use the warrants via the Parliamentary Travel Office where possible, so that we can obtain bulk discounts
- ✚ Let the Department know promptly about any warrants lost or stolen.

### 7.1.17. Class of travel

There is no restriction on the class of travel for Members.

### 7.1.18.

Members' employees are generally expected to travel via standard class.

### 7.1.19. Prompt submission of claims

We ask you to submit claims promptly, and in any case within 2 months of the end of the allowances year to which they relate.

### 7.1.20. Tax

There are complex rules on the taxability of journeys. These are set out in the booklet 'MPs, Ministers and Tax', available from the Department.

## HELP NUMBERS

UK & European community institutions 020 7219 5744/5565

Season tickets & warrants 020 7219 1317 Select committee & delegations 020 7219 1317/5744

## Standard travel

### 7.2.1. Allowable journeys

Standard travel is travel between any two of the following three points: the constituency, Westminster and your main home.(as defined in paragraph 3.9.1)

#### How to claim

### 7.2.2. Registering your journeys

You must pre-register your standard journeys. Normally this is done when you first enter the House, but you must tell us of any change to your standard destinations, such as a move of home.

### 7.2.3.

When you register standard journeys you will be given a code for each part of the journey.

### 7.2.4. Obtaining reimbursement

To claim, complete a Standard Mileage form (T1) and quote the code that has been given for that part of the journey, and the date, for example:

car from home to station  
(Birmingham New Street) (A) 23 September 02  
train from Birmingham to London (B) 23 September 02

(You do not need to claim for journeys made using a warrant. You simply use one of the warrants issued to you to buy a ticket in advance.)

### 7.2.5.

You are encouraged to purchase your tickets via the Parliamentary Travel Office if at all possible, so that the House can benefit from route deals. You can use your warrants at the Travel Office.

### 7.2.6. How to claim for a diverted journey

Please notify us if you divert from a standard journey to undertake another engagement. Unless it is a destination allowable for extended travel, you will only be able to claim for the standard journey.

## Constituency travel

### 7.3.1. Allowable journeys

Constituency travel includes:

- ✚ Travel within the constituency and
- ✚ Travel outside the constituency, but within 20 miles of the constituency boundary, and
- ✚ Travel between the constituency and local or regional offices of government departments, offices of local authorities, and the regional or Parliamentary assembly.

#### How to claim

### 7.3.2. Mileage

Use a Standard Mileage form (T1). If you drive 350 constituency miles or more per month you must provide a breakdown by date, destination, frequency and miles for all constituency miles driven that month.

### 7.3.3. Public transport

Either use a travel warrant or submit a request for reimbursement together with ticket details.

## HELP NUMBERS

UK & European community institutions 020 7219 5744/5565

Season tickets & warrants 020 7219 1317 Select committee & delegations 020 7219 1317/5744

## Extended travel

### 7.4.1. Allowable journeys

Extended travel is travel within the UK other than constituency or standard travel. Any expenditure must be wholly, exclusively and necessarily incurred on Parliamentary business and the journey must:

- ✚ Relate to a matter currently before the House; or
- ✚ Relate to a matter currently before a select committee on which you serve; or
- ✚ Be to a constituent (eg a jailed constituent) or relevant as a general constituency matter (eg a road about to be built through the constituency)

### 7.4.2.

Travel to Crown dependencies is not allowable.

### 7.4.3. How to claim

Complete an Extended Travel form (T2) at least three days before your journey, and await authorisation.

### 7.4.4.

You can either buy the ticket yourself and claim back the costs by informing the Department in writing, or use a special travel warrant, obtainable from the travel section. Please do not use a normal warrant for this journey.

### 7.4.5.

You are encouraged to purchase your tickets via the Parliamentary Travel Office, so that the House can benefit from route deals. You can use your warrants at the Travel Office.

### 7.4.6.

If you want to claim mileage, use a Standard Mileage form (T1).

### 7.4.7. Subsistence

You can claim subsistence for extended travel, but you must charge this to your own incidental expenses provision.

## European travel

### 7.5.1. Allowable journeys

You can claim for travel on Parliamentary duties to:

- ✚ EU institutions and agencies
- ✚ National Parliaments of
  - EU member states
  - European Free Trade Association member states
  - EU candidate countries
  - EU applicant countries

### 7.5.2.

The Department can provide a list of allowable destinations.

### 7.5.3. What you can claim

You can claim each year<sup>2</sup> for up to:

- ✚ 3 return visits (subject to an annual cost ceiling equivalent to three times the business class airfare per Member) and
- ✚ Two nights' subsistence per visit. This will be paid at the Civil Service Class A rate.

### 7.5.4.

You may travel by car, bicycle or motorbike, in which case you may claim mileage and/or by air or sea or by any other means of public transport excluding taxis. You cannot use a travel warrant for European travel. You must buy any tickets yourself and claim back the costs.

### 7.5.5.

You are encouraged to purchase your tickets via the Parliamentary Travel Office, so that the House can benefit from route deals.

### 7.5.6. How to claim

You will need to write to the Department to seek authorisation. We will communicate this to you in writing. After the journey inform the Department in writing of the costs incurred and submit supporting documents.

### 7.5.7. Select committee and delegation travel

### 7.5.8.

If you are a member of a select committee, the Clerk will advise on how to claim.

### 7.5.9.

If you visit the Council of Europe, the Western European Union or the North Atlantic Assembly as part of a delegation, the Overseas Office will advise on how to claim.

<sup>2</sup> Beginning on 1 April.

## HELP NUMBERS

UK & European community institutions 020 7219 5744/5565

Season tickets & warrants 020 7219 1317 Select committee & delegations 020 7219 1317/5744

## Spouse and child travel

### 7.6.1. Allowable journeys

Members' spouses and children up to the age of 18<sup>3</sup> are each entitled to up to 15 return journeys<sup>4</sup> each year between London and the constituency or the Member's home .

### 7.6.2.

You will be asked for the names of your spouse and children, so that we can provide books of warrants. Please let us know of any relevant changes, for example any changes to your marital status.

### 7.6.3. Definition of child

For these purposes a child also includes a step child, an adoptive child, a foster child and any other child living with you as one of your family.

### 7.6.4. How to claim

Your spouse and/or children may travel by car, bicycle or motorbike, in which case you may claim mileage; or by air or sea or by any other means of public transport. You can either buy the ticket yourself and claim back the costs, or use a travel warrant obtainable from the travel section.

## Employee Travel

### 7.7.1. Allowable journeys

You are entitled to up to 12<sup>4</sup> return journeys each year shared between all your employees. These journeys must be between Westminster and the constituency. This entitlement can only be used for employees paid through the staffing allowance.

### 7.7.2. How to claim

You can either pay for the ticket yourself and claim back the costs by informing the Department in writing, or use a travel warrant obtainable from the travel section. You are encouraged to purchase your tickets via the Parliamentary Travel Office, so that the House can benefit from route deals.

### 7.7.3.

If your employees undertake other travel in the course of their duties for you, you may submit claims for this. We will normally pay such claims from your staffing allowance or IEP. Some may be liable for tax and/or national insurance.

<sup>3</sup> and, by individual arrangement with the Department of Finance and Administration, Members' children over 18 who have a disability.

<sup>4</sup> During a transitional period from 1<sup>st</sup> January 2004 to 31<sup>st</sup> March 2005 the allowance for staff travel is 15 return journeys, and for spouse and child travel the allowance is 19 return journeys.

### 7.7.4. Class of travel

Members' employees are generally expected to travel via standard class.

### 7.7.5. Subsistence

If your employees have to spend more than 5 hours away from home and away from your normal workplace, we recommend that you pay subsistence out of your staffing allowance. Any arrangement for subsistence must be agreed between the Member and the employee before the journey.

### 7.7.6.

We recommend that staff claim at the rates specified by the Department of Finance and Administration<sup>6</sup>. These figures also apply to House staff. They are updated periodically.

### 7.7.7.

Staff may claim the actual cost of bed and breakfast, provided that the arrangement and the cost ceiling was agreed in advance with the Member. These costs must not exceed those of staying in a 3-star hotel in the locality. The employee must provide receipts.

### 7.7.8.

Members' staff may not claim for laundry, entertainment, or for meals which have been provided free.

### 7.7.9.

Staff based outside the Parliamentary estate are also entitled to free travel to undertake training if:

- ✚ Its purpose is to improve skills needed for the job, and
- ✚ The training is provided via the Parliamentary Learning and Development Project.

This entitlement applies both to training in London and elsewhere.

This travel is paid for on a reimbursement basis only. Apply using form TE2.

<sup>5</sup> For child travel only, you can nominate one other destination or starting point instead of one of these three. The cost of the new journey must not exceed that of the journey it replaced. You must register the alternative destination with the Department of Finance and Administration in advance of any travel.

<sup>6</sup> see Intranet: <http://cfinw01/fanda/tands/hstftrav/subsrate.htm>.

## FREQUENTLY ASKED QUESTIONS

### What is Short Money?

Financial assistance paid to Opposition parties.

### How do I claim?

You do not have to claim, other than for travel.

#### 8.1.1.

Each political party is responsible for the allocation of individual entitlements.

#### 8.1.2.

The provision of financial assistance to Opposition parties or 'Short Money', as it is commonly known, is governed by a resolution of the House. It is only available to assist Opposition parties to carry out their Parliamentary business. It is automatically paid in arrears every month.

#### 8.2.1. Conditions of eligibility

In order to qualify, Opposition parties must have:

- a At least two Members of Parliament who were elected at the previous general election as members of that party;

or

- b One Member elected with at least 150,000 votes.

#### 8.3.1. Sums payable

The total payable to each qualifying Opposition party is linked to a formula based on the number of seats won and votes cast at the previous general election.

#### 8.3.2.

Amounts are increased annually in April in line with RPI.

#### 8.4.1. Leader of the Opposition

Financial assistance is also available for costs necessarily incurred for running the office of the Leader of the Opposition: this also increases every year in line with the RPI, and is payable in arrears at periods of not less than one month.

#### 8.5.1. Travel claims

A separate budget is available for travel and associated expenses necessarily incurred by Opposition parties' spokesmen. Travel claims should be sent to the Department monthly.

#### 8.6.1. Independent audit

Each party claiming Short Money must provide a certificate from an independent professional auditor, no later than nine months after 31st March each year, to the effect that all expenses relating to Short Money payments for the year were incurred exclusively in relation to the party's Parliamentary business. Any sums remaining unspent at the end of the year (31st March) must be returned to the Department. If an acceptable certificate has not been provided within nine months after the end of the financial year, payments will be suspended until an acceptable certificate has been received. The audit certificate should be in a standard form, as set out opposite. Following the receipt of a valid audit certificate, any underspend of the monies already paid to an individual party will be reclaimed by the Department of Finance and Administration.

#### 8.7.1. In a general election year

The periods before and after an election will be treated as separate periods. The sums payable will be apportioned according to the number of days in each period.

#### 8.7.2.

Immediately after a general election, the Department will contact each Opposition party and agree a statement of the facts, as a basis for future claims.

*\*See over for claim form*

To  
 The Accounting Officer  
 Director of Operations  
 Finance & Administration Department  
 House of Commons  
 London SW1A 0AA

**Certificate of an Independent Professional Auditor in Respect of Financial Assistance Received by an Opposition Party**

Certificate of the Auditor to the Accounting Officer of the House of Commons

In accordance with the requirements of the Resolution of the House of Commons of 26 May 1999 - Section 5(1), I have audited the expenses for which the [redacted] party has received financial assistance.

**Respective responsibilities of the [redacted] Party and the Auditor**

The [redacted] party are responsible for ensuring that the expenses have been incurred exclusively in relation to the party's parliamentary business. It is my responsibility to form an independent opinion, based on my audit, on the expenses received and to report my opinion to you.

**Basis of Opinion**

I conducted my audit in accordance with auditing standards issued by the Auditing Practices Board. I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the expenses for which the [redacted] party have received financial assistance have been applied to the purposes intended by Parliament.

**Opinion**

In my opinion, in all material respects, all expenses for which the [redacted] party received financial assistance amounting to £ [redacted] for the year ended [redacted] were incurred exclusively in relation to the party's parliamentary business in accordance with the requirements of Section 5 (1) of the Resolution of the House of Commons of 26 May 1999.

|                                       |          |
|---------------------------------------|----------|
| Signature                             | Name     |
| Company                               | Position |
| Address                               |          |
|                                       |          |
| Registered Professional Qualification | Date     |

## FREQUENTLY ASKED QUESTIONS

### What are my entitlements?

You will be entitled to:

The resettlement grant if you retire or are defeated at a general election  
(Section 9.1. refers.)

The winding up allowance  
(Section 9.2. refers.)

The ill health retirement grant if your health prevents your continuing participation in Parliamentary duties  
(Section 9.3. refers.)

Financial help from the Members' hardship fund if you or your dependents are in difficult straits  
(Section 9.4. refers.)

If your staff become redundant because you leave the House they may be entitled to a centrally funded redundancy payment.  
(Section 10 refers.)

## Resettlement Grant

### 9.1.1.

The Department will pay a grant to any Member who leaves the House of Commons at a general election.

### 9.1.2.

The amount of the grant due will vary according to your, age, length of service and the annual salary in force at the time of the Dissolution of Parliament. The amount of grant is calculated according to the table below.

### 9.1.3. How to Claim

Claims should be made on the appropriate resettlement grant claim form and sent to the Department. You must claim within 6 months.

### 9.1.4. Tax

If the grant is £30,000 or less, it is tax-free. If it is more, only the first £30,000 is tax exempt. The grant will be shown on your P11D, as you are required to declare the sums received on your tax return.

## Calculation of Resettlement Grant

### Percentages of Yearly Salary

| Age        | Number of completed years service |    |    |    |    |    |            |
|------------|-----------------------------------|----|----|----|----|----|------------|
|            | Under 10                          | 10 | 11 | 12 | 13 | 14 | 15 or over |
| Under 50   | 50                                | 50 | 50 | 50 | 50 | 50 | 50         |
| 50         | 50                                | 50 | 52 | 54 | 56 | 58 | 60         |
| 51         | 50                                | 52 | 55 | 58 | 62 | 65 | 68         |
| 52         | 50                                | 54 | 58 | 63 | 67 | 72 | 76         |
| 53         | 50                                | 56 | 62 | 67 | 73 | 78 | 84         |
| 54         | 50                                | 58 | 65 | 72 | 78 | 85 | 92         |
| 55 to 64   | 50                                | 60 | 68 | 76 | 84 | 92 | 100        |
| 65         | 50                                | 58 | 65 | 72 | 78 | 85 | 92         |
| 66         | 50                                | 56 | 62 | 67 | 73 | 78 | 84         |
| 67         | 50                                | 54 | 58 | 63 | 67 | 72 | 76         |
| 68         | 50                                | 52 | 55 | 58 | 62 | 65 | 68         |
| 69         | 50                                | 50 | 52 | 54 | 56 | 58 | 60         |
| 70 or over | 50                                | 50 | 50 | 50 | 50 | 50 | 50         |

HELP NUMBER

Winding up allowance 020 7219 1421

## Winding-Up Allowance

### 9.2.1.

An allowance equivalent to one third of the current IEP and staffing allowance combined is paid to meet the costs of any work on Parliamentary business undertaken on behalf of a deceased, defeated or retiring Member after the date on which they cease to be a Member of Parliament. The total winding up allowance represents a ceiling for eligible claims and is not an entitlement. It is normally available for 6 months after your departure.

### 9.2.2.

The scope of the winding-up allowance is much broader than the IEP, being designed to cover all Parliamentary costs incurred after the date of cessation of Member status. All other allowances cease on this date.

### 9.2.3. Eligible expenses

These are expenses incurred in connection with winding up, and can include the following:

- ✚ Salary and employer's NI contributions for staff who continue to be employed, and related pension contributions
- ✚ Other contractual liabilities for staff - particularly where the Member is defeated or has died <sup>1</sup>
- ✚ Contractual liabilities for equipment hire purchase or accommodation leasing agreements
- ✚ Travel expenses
- ✚ Postage, stationery and telephone costs.

### 9.2.4. How to claim

The Department will accept instructions to make salary and pension premium payments from former Members or in the case of deceased Members, from their legal personal representative. The payroll service is limited to four months from the date of departure. Any outstanding debts on computer purchases under the central purchasing scheme will be a primary charge, followed by authorised payroll payments.

### 9.2.5.

Claims for other expenses will need to be completed by the former Member or, in the case of a deceased Member, by the legal personal representative. Attach receipts to all claims.

### 9.2.6. Special arrangements for staff of a deceased Member

Where there is any doubt as to the legal personal representative, in order for the Department to have the authority to continue salary payments it has been agreed that a Whip of the party concerned may provide written authorisation as an interim measure.

### 9.2.7.

The Department normally contacts the Chief Whip of the party concerned to ensure all arrangements are carried out as smoothly as possible.

<sup>1</sup> Redundancy payments in the circumstances are made from a separate fund. See section 10.3.1.

HELP NUMBER

Ill health retirement grant 020 7219 5759

## Ill health retirement grant

### 9.3.1.

Any member whose health prevents their continuing participation in Parliamentary activities will be entitled to claim this grant.

The grant is calculated, and taxed, in the same way as the resettlement grant.

## Claims

### 9.3.2.

Applications should be made in writing to the Director of Operations, Department of Finance and Administration.

## The House of Commons Members' Fund (HCMF)

### 9.4.1.

The HCMF is basically a hardship fund. It provides for ex-Members and their financial dependents who find themselves in difficult straits.

Currently you have to pay £2 a month from your salary to the fund (you receive tax relief on this contribution.)

This is deducted automatically by the Department of Finance and Administration. The fund is managed by six trustees, who are all sitting Members of Parliament. The Public Trustee acts as Custodian Trustee, with the Pensions Unit secretariat providing administrative support.

For further information, or assistance apply to:

The HCMF Trustees  
c/o Pensions Unit Secretariat  
Department of Finance and Administration  
House of Commons  
London  
SW1A 0AA

# Redundancy Payments To Members' Staff & Other Employment Matters

## Section 10

Employment law & redundancy guidance 020 7219 2080 Redundancy payments 020 7219 0341/1423  
Advice on personnel or employment practice e-mail [pas@parliament.uk](mailto:pas@parliament.uk)

### FREQUENTLY ASKED QUESTIONS

Where does the money for redundancy payments come from?

If you make someone redundant while you are in office, the money comes from your staffing allowance. But if you cease to be an MP, it is paid from a separate budget, with any additional sums payable from the staffing allowance.

Who is entitled to this redundancy payment?

Currently, anyone who has completed two years of continuous service with you, but only in a genuine redundancy situation.

How much are they entitled to?

The statutory sum is based on a sliding scale, which takes into account age, length of service and pay. Any other sums are dependent on the agreed contract of employment.

### 10.1.1. What is a redundancy?

All dismissals on the grounds of redundancy need to comply with the Employment Rights Act 1996.

### 10.1.2.

Anyone who has completed two years of continuous service with you will be entitled to a redundancy payment. There are slightly different rules for staff made redundant as a result of the Member leaving the service of the House, and for those who are made redundant by a sitting Member.

### 10.2.1. Other reasons for dismissal

There are other reasons for dismissal, which cannot be treated as a redundancy situation; these can include poor performance, poor attendance etc. If you have to pay any compensation in these circumstances, you may be able to claim it from the staffing allowance (funds permitting). If you have any staffing issues, please contact the Personnel Advice Service prior to taking any action.

### 10.3.1. When a Member leaves the service of the House

A separate fund exists to cover redundancy payments to qualifying staff when their Member leaves the House for any reason. To qualify, staff must have at least two years service, be under the age of 65, and not be self-employed.

### 10.3.2.

Payments will be made in line with existing legislation, which is based on weekly salary, length of service and a statutory maximum.

### 10.3.3.

You can make additional payments (either contractual or non-contractual) from your staffing allowance, funds permitting. The winding-up allowance (WUA) cannot be used for this purpose.

### 10.4.1. When a sitting Member makes an employee redundant

The employee is entitled to the minimum redundancy payment, in line with current legislation, applying the same qualifying criteria as above. A Member may have a contractual obligation to pay more than this, or may wish to do so. Contracts of employment should be consulted.

### 10.4.2.

All redundancy payments, where the Member remains in the service of the House, have to be met from the staffing allowance or the Member's personal funds. The redundancy fund does not apply in this case.

### 10.5.1. Tax

Lump sum redundancy payments made in genuine redundancy situations will not be subject to tax, up to a maximum of £30,000. However, Members are advised to check with the Department or employment advisors on the current position if there is any likelihood of a redundancy situation arising. If an additional lump sum redundancy payment is made above the statutory limit the tax office will require a questionnaire to be completed before a decision on tax implications can be made.

### 10.6.1. Guidance on redundancy or employment law

Please feel free to contact our impartial help number to clarify any points relating to redundancy or employment law. The Citizens Advice Bureau and employment lawyers can also be consulted for legal advice in these situations. Any legal costs may be claimed against your staffing allowance (funds permitting).

### 10.6.2.

Please remember that you are the employer, and are personally responsible for how the employee is treated and for ensuring that the terms and conditions of the employment contract are upheld. You should ensure they comply with employment protection legislation, sex, race and disability discrimination legislation, and health and safety legislation.

Salaries, Winding up allowance, resettlement grant & redundancy payments 020 7219 1421/0341/1423  
Travel 020 7219 5744/5565/1317 IEP & ACA 020 7219 5580/1390/5509  
Members' pensions 020 7219 5759 Employees' pensions 020 7219 6122

## FREQUENTLY ASKED QUESTIONS

What happens to my pay and allowances during the Dissolution period?

All entitlements except your salary, IEP and staffing allowance cease during this period.

What should I do if I know I will be standing down at the next election?

Please tell us. If we are forewarned, we can provide you with information and claim forms to ensure you receive any entitlements (resettlement grant, winding-up allowance, pension etc.) due as swiftly as possible. We can offer an exit interview to help answer any queries you may have.

If I lose my seat at the election will I still be entitled to the same benefits as Members who stood down at the general election?

Yes, and we will contact you as soon as possible to arrange an exit interview or to send you any forms you need to complete to ensure you are able to claim your full benefits.

What about my staff during this period?

We will continue to pay them, unless you have instructed us otherwise, but they will only be entitled to one free single journey from the travel allowance.

What about redundancy packages for my staff?

A full explanation is provided in section 10. Staff may qualify for a statutory redundancy payment if you leave the service of the House. This is paid from a separate fund, over and above the staffing allowance.

Salaries, Winding up allowance, resettlement grant & redundancy payments 020 7219 1421/0341/1423  
Travel 020 7219 5744/5565/1317 IEP & ACA 020 7219 5580/1390/5509  
Members' pensions 020 7219 5759 Employees' pensions 020 7219 6122

## 11.1.1.

The arrangements relating to the various allowances, salaries, pensions etc. are handled by each section, and many have been described in previous sections. This is an attempt to bring that information into one chapter, for ease of use. Essentially all entitlements except your salary, IEP and staffing allowance cease during the Dissolution period, and recommence on the day after polling day (for re-elected Members.)

## 11.1.2.

You are advised to inform the Payroll and Pensions sections if you intend to stand down at a general election, as this may help speed any payments. However if you do not contact the Department and either stand down or lose your seat you will be contacted and offered an exit interview to explain your entitlements.

### 11.2.1. Members' salaries

Your Parliamentary salary will be paid during the Dissolution until the end of polling day. If you leave the House at an election your salary will be paid up to and including polling day. If you are re-elected, you will be paid your salary for the full month in the usual way, provided you have taken the oath or affirmed.

### 11.3.1. IEP and staffing allowance

The IEP and staffing allowance will be available throughout the Dissolution, up to and including polling day. Salary payments to your staff will continue during this period unless you advise us otherwise.

## 11.3.2.

The allowance year runs from 1st April to 31st March each year, and entitlement for those who leave the House is based on the quarter in which they leave. For example, if an election is called in May, you will be entitled to one quarter of the current IEP and staffing allowance, for any expenses incurred from 31st March. If you leave the House at an election you will cease to be entitled to claim IEP and staffing allowance for expenses incurred after polling day, but you will be entitled to winding-up allowance in connection with any Parliamentary duties.

## 11.3.3.

If you are successfully re-elected you will continue with your existing allowance entitlement, once you have taken the oath or affirmed. Existing staff salaries and any other regular payments will continue to be made. If you want to change this you must inform the Department in writing, as soon as possible.

### 11.4.1. Employees' pensions

Free pension premium payments for your staff will be payable for the period of Dissolution. For payment of these expenses after the election for those Members not returning to the House, please see winding-up allowance.

### 11.5.1. Additional costs allowance (ACA)

There is no entitlement to this allowance during the Dissolution. You may only claim reimbursement of the additional costs incurred in staying away from your main home for the period before Parliament is dissolved. You must ensure your claim forms clearly state the actual dates of the claim, otherwise we will have to return them for appropriate amendment.

## 11.5.2.

Entitlement to the ACA recommences on the day after polling day for re-elected Members.

### 11.6.1. Members' travel

Once the Dissolution has been announced, you are only entitled to one journey at public expense to return to either your home or constituency. You must not use any other warrants, or claim motor mileage allowance during the dissolution. The entitlement recommences after polling day if you are re-elected.

## 11.6.2.

If you are standing down at an election please return all warrants in your possession. If you are not re-elected, you must also return all warrants, including spouse or employee warrants to the travel section.

## 11.6.3.

Please note if you use open return tickets, you are only entitled to use one journey to return to your home or constituency and you should resist using the tickets for any other journeys during the Dissolution. Any unused or part-used rail, air etc. tickets should also be returned to the travel section if you are not re-elected.

## 11.6.4.

If you are provided with a season ticket from the Department, this should also be returned to the travel section. Anyone re-elected will have their ticket returned in the usual manner.

Salaries, Winding up allowance, resettlement grant & redundancy payments 020 7219 1421/0341/1423  
Travel 020 7219 5744/5565/1317 IEP & ACA 020 7219 5580/1390/5509  
Members' pensions 020 7219 5759 Employees' pensions 020 7219 6122

## 11.7.1. Members' staff travel

Except for the purpose of making one single journey from Westminster to the constituency on Parliamentary business within the entitlement of nine free return journeys per year (staff paid from the staffing allowance), employees should not use travel warrants or claim any other travel expenses during the period of Dissolution. You may charge any journeys undertaken on Parliamentary business by your employees during the Dissolution period against your IEP, if there are sufficient funds available.

## 11.8.1. Winding-up allowance

This allowance is designed to cover necessary expenses incurred in winding up your Parliamentary business if you retire or are defeated in a general election. Section 9 gives further details.

## 11.8.2.

If required, we will accept instructions relating to your staff to make salary and pension premium payments. These will be chargeable to the winding-up allowance for Members not returning to Parliament. The payroll service is limited to a maximum of four months beyond the date of the election in these instances.

## 11.9.1. Redundancy payments for employees

Any employees who are made redundant as a result of you leaving the House at an election may qualify for a statutory redundancy payment which depends on their employment status, age and length of service. The cost is met from a separate fund. Any additional redundancy payments authorised by you may, however, be charged to any remaining staffing allowance.

## 11.10.1. Resettlement grant

If you leave the House at an election you will be entitled to claim a grant based on your age and length of service, but excluding any earlier periods for which you have already received a grant. The grant ranges from 50% to 100% of the Parliamentary salary in force at the time of dissolution.

Further details are at section 9.

## 11.11.1. Members' pensions

If you have announced your intention to stand down at the election the Secretariat of the Parliamentary Contributory Pension Fund will write to you, setting out your specific entitlements. All others leaving at the election will also be individually advised of their prospective pension entitlements.

## 11.12.1. Other items

It is important to ensure that any monies owed (telephone accounts etc) to the Finance and Administration Department are repaid prior to polling day. In exceptional circumstances we can make arrangements to deduct any outstanding sums owing (including Refreshment Department bills) from the resettlement grant payment.

## 11.12.2.

All Members who are returned to the new Parliament are reminded that, although salary and allowance entitlements commence from the day following polling day, payment cannot be made until you have taken the oath or affirmed. All new Members will also need to ensure they have an induction interview and provide us with enough details to ensure we can pay their salary and expenses.

# Computer Equipment, Help For Members With Disabilities & Security Measures

## Section 12

HELP NUMBERS Information technology & communications 020 7219 2001  
Disabilities 020 7219 5732 Security 020 7219 1592

### Computers and other IT equipment for Members and their offices.

This equipment is free of charge, on loan to Members for Parliamentary use only. It is provided by the Parliamentary Communications Directorate (PCD) on behalf of the Department of Finance and Administration.

The provision allows for up to:

- one laptop
- three desktop PCs
- two CD-rewriters, and
- one or two printers, depending on the specification required.

Members can also use their IEP to buy additional items, providing they are used solely for Parliamentary purposes.

Further details are on the Intranet  
<http://pdvnsco.parliament.uk/ccat/catalogue.doc>  
or contact the help desk on ext. 2001.

### Help for Members with disabilities

Subject to a report from a consultant occupational health doctor retained by the House, Members with disabilities can benefit from special equipment, extra staff or travel facilities etc to help them to carry out their Parliamentary duties.

Further information is available on the Intranet  
<http://cfinw01/fanda/hpandg/disabscheme.htm>  
and from ext. 5732.

### Security measures for Members' offices

Subject to a report from the local police, the central budget may contribute to the costs of certain measures taken in the constituency to safeguard Members' staff, their equipment and themselves. Members must apply in advance.

Further details are available on the Intranet  
<http://cfinw01/fanda/hpandg/security.htm>  
and from ext. 1592.





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