

## **Low Pay Commission Guidance on Fees and Expenses**

Commissioners are entitled to claim the following fees and expenses incurred in connection with Low Pay Commission business. In exceptional circumstances, and with the agreement of the Secretary, the allowances set out below may be exceeded.

### **Mileage Rates**

For use of private motor vehicle on official business Commissioners can claim the following mileage rates:

45p per mile (standard rate) for the first 10,000 miles in the tax year.

25p per mile (Lower standard rate) for each additional mile over 10,000 miles.

5p per mile for each passenger carried.

2p per mile for equipment carried.

### **Subsistence Allowances**

Absence of 5 hours or more - one light meal up to £5 limit.

Absence of 10 hours or more - two light meals up to the limit of £5 for each meal.

For travel that involves an overnight stay Commissioners can claim:

Lunch up to £5 limit.

Dinner up to £15 limit.

Incidental expenses of £5 (flat rate), which does not require receipts

Early morning start – cost of breakfast up to £5 limit, providing Commissioners are away for more than 12 hours, left home 1.5 hours earlier than normal start time and did not have breakfast at home.

Overnight stay with family and friends - 24 hour flat rate of £25, which is taxable and must be claimed on a taxable claim form.

B&B up to the limit of £125 in London and £85 outside London.

The LPC does not reimburse expenditure on alcoholic drinks.

Taxis should only be used in exceptional circumstances. If a taxi is used, a justification will need to be provided for doing so on the claim form.

Period of absence starts and ends at place of work. The Low Pay Commission office at Victoria House would be taken to be a Commissioner's permanent workplace.

### **Commissioners Fees**

In addition to the above, Commissioners are entitled to claim fees for attending any meetings in relation to Low Pay Commission business. The rates are as follow:

Chairman                      £530.96 per full day

Commissioners              £242.12 per full day

Commissioners can claim a ½ day fee for attending Commission meetings and a full day for regional visits. Fees for participating in other Commission business may be claimed depending on time spent. Commissioners whose journeys to attend meetings involve a significant amount of travel, are entitled to claim fees for a full day when attending half day London meetings.