

Committee on Standards in Public Life Expenses

Travel and subsistence reimbursement is based on actual costs incurred, and members must provide receipts or copies of travel tickets as proof of expenditure before reimbursement is made.

Accommodation

Accommodation is procured by the secretariat on behalf of Committee Members. Members do not therefore generally claim for the expense of accommodation individually. The Committee has adopted the cost ceilings that the Cabinet Office applies to its own staff. The current ceilings for accommodation are: £120 per night in London, and £80 per night elsewhere, including the cost of breakfast. Separate subsistence rates apply for accommodation overseas, and this varies from country to country. The Committee abides by these limits unless impracticable.

Meals

Committee members are provided with tea and coffee, and a sandwich lunch when attending Committee meetings at their offices in 1 Horse Guards Road.

Where Committee members are provided with hospitality away from the office, for instance at working dinners, the Committee has adopted the cost ceilings used by the Cabinet Office for hospitality provided by its own staff. Costs must not exceed £50 per person including VAT and service charge (or £40 for lunch). These costs are met centrally by the secretariat.

Where Committee members provide hospitality in the course of their work, they are entitled to be reimbursed for receipted expenditure up to the ceilings set out above. There must be a justifiable business case for the provision of hospitality in all such instances.

Travel

Committee members are required to travel to attend meetings in central London, and hearings and other events throughout the UK. Costs are reimbursed for all travel undertaken for the purpose of Committee business.

Costs of travel by private car are reimbursed in line with the current HMRC approved rates.

Committee and Secretariat members may only use a taxi for official business travel when:

- they are outside of normal working hours (before 6am and after 9pm)
- no other suitable method of public transport is available, and
- travel by private vehicle or self-drive hire car is not possible and/or is not cost effective, and either:

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- they are transporting heavy luggage or official business equipment, or
- the saving of official time is important and can be justified on cost grounds.

Committee members who book their own rail travel are reimbursed for expenditure supported by receipts. Alternatively, Committee members may ask the secretariat to book tickets on their behalf.

Air travel is booked centrally on behalf of Committee members.

Remuneration of Committee members

Details of remuneration for Committee members are published in the Committee's annual reports.

The Chair of the Committee being recruited in 2013 will be paid on the basis of a non-pensionable salary of £500 per day, with the Chair being expected to commit an average of 2-3 days a month, although this can increase significantly during inquiries.

Committee members are entitled to claim £240 for each day they work on Committee business. This may be claimed on a pro-rata basis. Members of Parliament and the Lords may not claim this remuneration if they already claim a salary from public funds.