

# Shropshire and Wrekin Fire and Rescue Authority Scheme for Payment of Members Allowances

## Schedule 2 Allowances with effect from 1 April 2017

### Travel Allowances

#### Car

Per mile up to, and including 10,000 miles	45p
Per mile over 10,000 miles	25p
Passenger allowance per passenger per mile	5p

**Motor cycle** 24p

#### Bicycle

Mileage allowance 20p

The above allowances are linked to the Government's 'approved mileage allowance payments'.

#### Train

Members are entitled to claim:

- The lowest available fare for the journey, which does not involve an unreasonable routing or number of changes. First class fare may be claimed for a particular journey, if it has been authorised in advance by the Chair in consultation with the Chief Fire Officer.
- Reservation and left luggage expenses; and
- Costs of getting to, and from, the station

Rail tickets can be obtained from Executive Support Officers Rosemary Hinchliffe and Lynn Ince (telephone 01743 260201).

#### Taxi

Members are entitled to claim:

- The fare and reasonable gratuity, where the need to travel is **urgent** or where no public transport is reasonably available or where sharing with others results in a saving on the total public transport cost for the group.
- The appropriate public transport fare (e.g. bus fare) in other cases.

Members are also entitled to claim the actual cost of parking.

## Subsistence Allowances

<b>Breakfast</b>	Payable when required to leave home before 7.00 am	<b>£6.55</b>
<b>Lunch</b>	Payable when absent from home for at least 4 hours, including the whole of the period 12 noon to 2.00 pm	<b>£9.06</b>
<b>Evening Meal</b>	Payable in respect of absence from home for at least 2 <sup>1</sup> / <sub>2</sub> hours up to, and including, 7.30 pm	<b>£11.22</b>

Payments made for alcoholic drinks will not be refunded.  
All receipts must be attached to claims.

## Overnight Allowance

Claims can be made where overnight absence from home exceeds 24 hours.  
The following allowances are for bed and breakfast:

- Visits to London or national conferences (excluding VAT) **£140**
- All other cases (excluding VAT) **£120**

## Members' Allowances

The **basic allowance** for all Members of the Fire Authority is £2,771, payable by monthly instalments.

The following **Special Responsibility Allowances** are also payable by monthly instalments:

	<b>£ per annum</b>
Chair of the Fire Authority	10,425
Vice-Chair of the Fire Authority	5,213
Leader of Opposition Group with 3 or more Members	2,771

## How and When to Claim

Claims for travelling and subsistence allowances should relate to approved duties (see Schedule 1) and should be made using the electronic Mileage and Expense Claims form, which is available on MyView via the link below. All Fire Authority Members are issued with a MyView log-in for this purpose.

<https://myview.shropshire.gov.uk/dashboardFire/>.

Forms should be completed for each calendar month, in which expenses have been incurred, and submitted **no later than the seventh of the following month to ensure payment at the end of the month**, direct into each Member's bank account.

Any claim, which is not submitted within three months of the end of the relevant month, will be referred to the Head of Finance, who may, having consulted the Chair, accept a late claim for good cause and make the related payments.

VAT receipts for petrol purchased prior to the dates of travel listed on the claim form should also be provided to enable VAT to be reclaimed.