

# LIBERAL DEMOCRAT MEMBERS OF THE EUROPEAN PARLIAMENT

## *Expenses and Allowances 2010*

<b>Member of the European Parliament</b>	<b>Andrew Duff</b>
<b>Region</b>	<b>East England</b>

<b>Daily Subsistence Allowance (Art 24 IMS<sup>i</sup>):</b>	
<b>Total received:</b>	<b>€46,488</b>

<b>General Expenditure Allowance – GEA (Art 25-28 IMS<sup>ii</sup>):</b>	
<b>Travel - related expenditure</b>	<b>£8,877.39</b>
<b>Office management and running costs</b>	<b>£11,037.97</b>
<b>Office equipment</b>	<b>£10,730.04</b>
<b>Communications</b>	<b>£4,739.90</b>
<b>Conferences, events, briefings, meetings, etc.</b>	<b>£1,652.20</b>
<b>Stationery, periodicals, subscriptions, etc</b>	<b>£6,669.77</b>
<b>Miscellaneous</b>	<b>£3,500.07</b>
<b>Total spent:</b>	<b>£47,207.34</b>

**Only Liberal Democrat MEPs make receipts available for items spent under the GEA in excess of £25 - either on their individual websites or on request in their constituency offices.**

*In addition, Liberal Democrat MEPs pay back unspent GEA funds either at the end of the year or at the end of their mandate (with unspent money collected meanwhile in a "dilapidation fund" to be used for bigger maintenance or repair jobs).*

<b>Travel Expenses (Art 10 IMS<sup>iii</sup>):</b>	
<b>Total received:</b>	<b>€40,706</b>

*Travel expenses received cover journeys to and from Parliament's places of work (Art 10a), as well as official journeys within the region and the UK (Art. 10c/ Art 23) and outside the UK (Art. 10b/ Art. 22). The amount also includes the duration and distance allowance (Art 19-21).<sup>iv</sup>*

<b>Staff details</b>				
<b>NAME</b>	<b>POSITION</b>	<b>BASED</b>	<b>SALARY BAND</b>	<b>RELATION</b>
Tim Huggan	Constituency Officer (FT)	UK/		NONE
Ian Horner	Constituency Officer (FT)	UK		NONE
Alex Scott	Casework Officer	UK		NONE
Sietse Wijnsma	Parliamentary Assistant (FT)	Brussels		NONE
Petr Novak	Parliamentary Assistant (FT)	Brussels		NONE

*In cases where a family member or partner was employed as an assistant or contracted as a service provider or paying agent, the level of payment is shown within bands of €10,000.*

**Name and address of paying agent and of independent accountant verifying the 2010 accounts:**

Janet Hart of Arts Chartered Accountants, Berkhamsted

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<sup>i</sup> **Article 24 Subsistence allowance**

1. Members shall be entitled to a subsistence allowance for each day's attendance:

- (a) in a place of work or at a meeting venue, duly attested in accordance with Article 12, involving travel covered by the provisions governing reimbursement of ordinary travel expenses;
- (b) at a meeting of a committee or another body of a national parliament, held away from the Member's place of residence, on presentation of the attestation of attendance drawn up by that committee or body.

During weeks set aside for external parliamentary activities, Members shall be entitled to receive a subsistence allowance for a maximum of three days, except where the allowance is payable pursuant to points (a) and (b) and except in the specific circumstances decided by the Bureau on 19 October 2009.

2. If the official activity takes place on the territory of the Community, a Member shall receive a lump-sum allowance of EUR 304.

3. If the official activity takes place outside the territory of the Community, a Member shall receive:

- (a) a lump-sum allowance equal to half the amount provided for in paragraph 2 for the period between the departure time of the last convenient flight before the beginning of the meeting and the arrival time of the first convenient flight after the meeting, or between the departure time and the arrival time of any special aircraft chartered by Parliament, as appropriate. Periods of more than 12 hours shall count as a full day. Periods of more than six, but fewer than 12, hours shall count as a half day;
- (b) on presentation of the original bill, reimbursement of reasonable accommodation expenses incurred at the meeting venue;
- (c) in duly substantiated exceptional circumstances, reimbursement of reasonable subsistence expenses incurred during the journey itself.

4. If the hotel bills submitted concern double rooms, reimbursement shall not exceed 85% of the total bill.

5. If the duration of the Member's stay at the place of work is less than four hours and the journeys to and from the place of work are undertaken on the same day, the subsistence allowance shall be reduced by half.

<sup>ii</sup> **Article 25 Entitlement to the allowance**

Members shall be entitled to a general expenditure allowance in the form of a lump sum to cover expenses that arise in the course of their parliamentary activities. Members shall not be entitled to use the general expenditure allowance for activities that are covered by other allowances under these Implementing Measures or other Parliament rules, except where they have exhausted the amounts provided by way of those allowances.

**Article 26 Period covered**

The general expenditure allowance shall be payable for the duration of a Member's term of office.

The monthly amount of the allowance under Article 25 shall be EUR 4 299.

Members whose term of office begins after the fifteenth day of the month shall receive only half the allowance for that month.

Half the allowance shall also be payable for a period of three months following the month in which a Member's term of office ends, provided that the latter has served for at least six months and is not re-elected.

**Article 27 Payments**

All payments under the general expenditure allowance shall be made directly to Members.

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## **Article 28 Expenses covered**

1. The general expenditure allowance is intended to cover expenses such as:

- Office running and office maintenance costs,
- Office supplies and documentation,
- Office equipment costs
- representational activities,
- administrative costs.

2. The Bureau shall adopt a non-exhaustive list of the expenses, which may be defrayed from the general expenditure allowance.

### **iii Article 10 Entitlement to reimbursement for duty travel**

1. Members shall be entitled to reimbursement of expenses actually incurred in undertaking:

(a) journeys to and from Parliament's places of work or the venues for meetings of one of its official bodies, as defined in paragraph 3, hereinafter referred to as 'ordinary travel expenses';

(b) journeys undertaken in the performance of their duties outside the Member State in which they were elected, in keeping with the conditions laid down in Article 22, hereinafter referred to as 'additional travel expenses';

(c) journeys undertaken in the Member State in which they were elected, in keeping with the conditions laid down in Article 23.

2. The following shall also be regarded as ordinary travel expenses: travel expenses incurred by Members in undertaking any specific mission authorised by the President, the Bureau or the Conference of Presidents.

2a. The following shall also be regarded as ordinary travel expenses: travel expenses incurred by the Chairs of committees or sub-committees in attending Council meetings.

3. 'Official Parliament bodies' shall mean Parliament bodies, as defined in Title I, Chapter 3, of Parliament's Rules of Procedure, along with the parliamentary committees, the interparliamentary delegations and other delegations constituted on the basis of those Rules of Procedure, the political groups and the other bodies authorised by the Bureau or the Conference of Presidents.

### **iv Article 19 Entitlement to the distance and duration allowances**

1. In respect of journeys within the European Union, Members shall be entitled to distance and duration allowances intended to cover all travel-related expenses. This entitlement shall apply only to the main journey within the meaning of Article 18(1).

2. Paragraph 2 is deleted.

3. No entitlement to the distance and duration allowances shall arise in respect of the journeys referred to in Article 10(1), points (b) and (c) or in the cases referred to in Article 18(4). A break in a journey as referred to in Article 17(6) or of any other kind shall not create any additional entitlement to a duration or distance allowance.

4. The amounts of the distance and duration allowances:

- (a) for travel to Parliament's places of work, shall be set at the beginning of the Member's term of office for the duration thereof, and shall be reviewed only in the event of a change of address, irrespective of any changes in the route actually taken;

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- . (b) for travel to other venues for meetings within the meaning of Article 10(1)(a), (2) and (2a), shall be set for each journey individually.

5. If the additional travel-related expenses incurred by the Member exceed the amount of the distance allowance, he or she may apply for reimbursement of the difference, subject to presentation of supporting documents.

6. The minimum period of time which must be spent at the place of work or meeting venue in order to entitle Members to payment of the duration and distance allowances shall be four hours.

#### **Article 20 Amount of the distance allowance**

1. The distance allowance shall be calculated as follows:

(a) for the part of the journey between 0 and 50 km: EUR 22,51; (b) for the part of the journey between 51 and 250 km: EUR 0,12/km; (c) for the part of the journey between 251 and 1 000 km: EUR 0,06/km; (d) for the part of the journey in excess of 1 000 km: EUR 0,03/km.

2. The amounts shall be calculated on the basis of the shortest outward or return route between the town centre of the Member's place of residence and the arrival infrastructure of the meeting venue.

If the calculation basis for a train journey is unknown or hard to ascertain, the calculation basis for a car journey shall be used.

#### **Article 21 Amount of the duration allowance**

1. The duration allowance shall be calculated as follows:

(a) for a journey with a total duration of between two and four hours: amount equivalent to one-eighth of the allowance provided for in Article 24;

(b) for a journey with a total duration of between four and six hours: amount equivalent to one-quarter of the allowance provided for in Article 24;

(c) for a journey with a total duration of more than six hours involving no overnight stay: amount equivalent to half the allowance provided for in Article 24;

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(d) for a journey with a total duration of more than six hours and necessarily involving, for duly substantiated reasons, an overnight stay: amount equivalent to a full allowance as provided for in Article 24, subject to presentation of supporting documents.

2. The duration of the journey shall be calculated as follows:

(a) for journeys by air, rail or boat:

- duration of the journey between the Member's place of residence and the airport or station, made at a speed of 60 km/h;
- duration of the journey by air, rail or boat on the basis of the timetable;
- one hour at embarkation, or at the departure of the train or boat, 30 minutes at disembarkation or on arrival;
- 30 minutes for the transfer between the airport or station and Parliament's buildings in Brussels, Luxembourg and Strasbourg (Entzheim). The Bureau shall determine the duration of journeys to Strasbourg via other airports on the basis of the availability of means of transport<sup>13</sup>. (b) for journeys by car: duration of the journey between the Member's place of residence and the place of work or meeting venue, made at a speed of 70 km/h.