

Subsistence and hotels

If you are travelling outside your constituency on parliamentary business, and need to stay overnight, you can claim for a hotel. The maximum rates are £150 in London and Europe and £120 in the rest of the UK. On such occasions, you can also claim subsistence of up to £25 for food and drink (excluding alcohol). The same applies to staff (excluding European travel).

Summary of allowable journeys

	London to Constituency	EU Travel	Extended UK Travel	Recall of Parliament	Training	Within constituency travel	Commute
MP	✓	✓	✓	✓	✓	✓	✗
Staff	✓	✗	✓	✗	✓	✓	✗
Volunteer ^[1]	✓	✗	✓	✗	✓	✓	✓
Dependant/Spouse ^[2]	✓	✗	✗	✓	✗	✗	✗

^[1] Volunteers are able to claim for the same journeys as staff, plus their daily commute.

^[2] Dependants, spouses, partners and carers must be registered with IPSA before travel can be claimed for them.

Please visit our website www.theipsa.org.uk

Useful contacts:

IPSA information line – 020 7811 6400

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Travel and Subsistence

A quick guide: what you need to know and how we will support you.

This is not a comprehensive statement of the rules and has no status other than an explanatory one. Full details on the Travel and Subsistence budget can be found in the current edition of The Scheme of MPs' Business Costs and Expenses ('the Scheme').

Travel

IPSA covers the cost of journeys for MPs, staff and volunteers in support of performing the MP's parliamentary functions. We also pay for travel for spouses, partners, dependants and carers between the constituency and London.

The overall expenditure level on travel and subsistence is uncapped. However, a variety of restrictions and conditions apply. We do not pay for commuting costs for MPs or their staff. Volunteers are able to claim their commuting costs.

The maximum cost that can be claimed for each journey is the flexible standard/economy class fare. This means that, if you are able to purchase a First Class rail fare, for example, at or below the price of a standard fare by booking in advance, this can be claimed.

What journeys does IPSA allow?

Between London and constituency

MPs can claim for travel between London and anywhere in the constituency if the journey is for parliamentary purposes. The only exception to this is that London Area MPs are not permitted to claim for travel from their home to Westminster.

If the journey between London and the constituency is diverted for non-parliamentary reasons, only the equivalent cost of travelling straight from London to the constituency may be claimed.

Within constituency travel

MPs can claim for journeys made for parliamentary purposes within your constituency, or within twenty miles of the constituency boundary.

European travel

MPs are able to claim for journeys to and from other states in Europe on parliamentary business. No other international travel may be claimed other than when Parliament is recalled.

Extended UK travel

MPs and their staff may only claim for extended UK travel if the funding for the journey is not provided by another source, and if the journey was taken for at least one of the following reasons:

- a matter currently before the House or a Select Committee on which the MP serves;
- a journey made as part of an All Party Parliamentary Group (APPG) if the journey has

been expressly and formally requested by the APPG;

- a constituent or general constituency matter;
- opposition front bench or shadow ministerial travel;
- journeys made by MPs from anywhere in the UK to Westminster or the constituency which are necessarily incurred in the performance of parliamentary functions.

Extended UK travel may not be claimed for:

- journeys made on party business;
- travel related to a delegation to an international assembly;
- journeys made on Government business; or
- journeys made for the purpose of electioneering or campaigning.

Training

MPs, as well as MP staff and volunteers, can claim for journeys made to and from a training course required for the performance of their parliamentary duties.

Staff home office to constituency

Staff members who routinely work from home and have registered their home as an office, can claim for a journey from their home to the constituency office. This should not be used if the staff member also routinely works in the constituency office, as you cannot claim for a commute.

Staff home office to London

The same rule applies to staff members who routinely work from home and need to travel to the Westminster office.

Family travel

Non-London Area MPs can claim for travel between their constituency residence and a London residence for their spouse or partner, dependants and anyone caring for their dependants.

Mileage when driving

MPs must keep a record of all mileage you undertake while conducting parliamentary business. When you make a claim for mileage IPSA pays 45p/mile for the first 10,000 miles in each year and 25p/mile thereafter. This follows the HMRC guidance on mileage claims. The same rules apply for your staff.