



TRAVEL AND EXPENSES POLICY

Effective from 22 November 2012

Updated March 2019

INTRODUCTION

Travel and expenses claims may be made for the costs of travel and other eligible expenditure undertaken by the Office of the Police & Crime Commissioner (OPCC). The term OPCC in this policy means the PCC, Deputy PPC or staff members of the Office of the Police and Crime Commissioner.

Expenses are payable in connection with approved duties.

GENERAL POINTS

No claims will be payable for the cost of the commute to and from the office, during normal working hours (Monday – Friday). For the avoidance of doubt: journeys made on OPCC business at weekends, commute mileage will not be required to be deducted as this is outside of normal working hours.

All claims must be supported by receipts (where applicable). It is a requirement that the reason for journey's both those made by car and public transport should be included within expense claims.

The OPCC should always have regard to whether any particular journey is necessary and to the most cost-effective way to undertake it. Can the journey be avoided by using telephone or video conferencing facilities?

For rail travel officers are encouraged to make use of the cheapest appropriate fare available for the journey depending on the circumstances at that time. In particular, whatever means of transport is used, consideration should be given to whether potential savings to public funds could be made through the use of concessionary fares such as Oyster cards, season tickets, advance purchase or off-peak travel.

Journeys made as part of the PCCs duties may be claimable where funding is not available from another source. Travel may not be claimed for:

- Journeys made on the business of a political party;
- Journeys made for the purpose of electioneering; and
- Journeys for which funding is available from another source.

Public transport

Travel tickets will normally be purchased through the office administration through Click travel however, for allowable journeys by public transport, the OPCC may buy a ticket of any class but will be reimbursed at standard equivalent economy class rates for journeys. In the case of air travel, “economy” includes “flexible economy”.

For allowable journeys made by rail, reimbursement will be the actual amount spent but limited to the rate of an “anytime standard open” ticket for the journey prevalent at the time of the claim.

Consideration should be given to value for money when purchasing tickets which they may need to change at short-notice. In the interest of saving money for the taxpayer, discretion should be exercised and balance low cost, generally inflexible, tickets against the probability of cancellations and the charges they will incur.

Where the OPCC obtains a railcard or season ticket which allows savings to be made on future purchases of rail tickets, reimbursement of the cost of the railcard may be claimed.

Pool car

OPCC:

Pool cars are to be used where possible to attend off site meetings, events, conferences etc. A valid licence is required with no more than 3 current penalty points (more than 3 penalty points will require assessment prior to driving). A current photocopy of driving licences will be kept on file and any changes to licences must be advised immediately to the HR & Office Manager.

PCC:

The PCC will use a force driver from the pool of drivers and a pool car where appropriate and available.

A pool car should be used if there is one available. Pool cars can be booked by contacting #Transport Service (Hire requests).

Private transport

If use of private cars is the only option then insurance for business use must be in place and a copy of relevant documents held on file. OPCC undertaking a journey by private transport as the driver will be reimbursed in accordance with the HMRC standard rate (45 pence per mile) via the SAP claims procedure. All mileage claims must be supported by VAT petrol receipts dated before the mileage undertaken. Normal commute mileage must be deducted from mileage claims. The mileage rate will track changes announced from time to time by HMRC to the Fixed Profit Car Scheme rate.

When using private transport, reimbursement (if supported by valid receipts) may be claimed for costs necessarily incurred in relation to their journey for parking charged, congestion zone charging, road tolls and ferries. Penalty or additional

charges for late payment, or civil charges for traffic, parking or other violations will not be reimbursed.

5p per passenger per business mile can be claimed for carrying fellow employees in a car on journeys which are also work journeys for them. Only payments specifically for carrying passengers count. Car sharing is encouraged.

Taxi fares will only be reimbursed when a journey by taxi is necessary because:

- a) No other reasonable method of transport is available for all or part of the journey; or
- b) Alternative methods of transport are impracticable due to pregnancy, disability, illness or injury.

Receipts for taxi fares will need to be provided in order to be reimbursed.

Hire cars may be used in the above circumstances where there is a saving to the public purse over the cost of using other means of transport. The OPCC may claim for the cost of hiring the vehicle, of any fuel used, and insurance purchased. Hire cars will however normally be booked through the corporate contract by the office administration.

A hire car may only be used for allowable journeys and must be used in accordance with the terms of hire.

Subsistence expenditure:

The OPCC may claim for Subsistence expenditure and for the cost of an overnight hotel stay where they have travelled as part of their PCC functions, and it would be unreasonable to return to their residence. Hotels are normally booked through the office administration.

Where Travel and Subsistence Expenditure is claimed for hotel stays inside the London area or outside the United Kingdom, this is subject to an upper limit of £150 per night plus breakfast.

Where Travel and Subsistence Expenditure is claimed for hotel stays inside the United Kingdom but outside the London area, this is subject to an upper limit of £130 per night plus breakfast.

The cost of purchasing food and non-alcoholic drinks where they have necessarily stayed overnight may be claimed.

One alcoholic beverage is allowed with an evening meal. Other accommodation charges such as pay-v, newspapers, laundry (unless travel exceeds 5 days) and mini bar will not be reimbursed.

Subsistence will be reimbursed when reasonably incurred in the normal working day when on OPCC business away from your normal place of work.

When purchasing meals for more than one person (not members of the OPCC) the names of these additional persons and the organisations they represent should also be included to allow an assessment on whether these costs are claimable. This is also required for tax reasons when entertaining. An entry must be made in the “reason field” in SAP to confirm the name and organisation of the diner and reason why hospitality was given.

If a meal is provided without charge by the OPCC, or any other body, as part of an approved duty, no subsequent claim for subsistence can be made.

All expenditure to be supported by receipts, particularly where they are significant in value as this will enable the OPCC to reclaim the appropriate element of VAT.

The kinds of allowances determined by the Secretary of State for the purposes of paragraph 3 of Schedule 1 to the 2011 Act are allowances in respect of:

- travel expenses
- subsistence expenses
- exceptional expenses

reasonably incurred by a PCC in the exercise of the commissioner’s functions.

The amounts of such allowances determined by the Secretary of State are set out in the below table:

Table of PCC authorised allowance amounts

Type of expense	Key restriction	Rates
Train	In course of business	Reimbursed up to standard class rates
Mileage allowances	Only if necessary	As per HMRC rates
Taxis	Only where public transport not available	Cost of taxi fare
Foreign travel	Prior authority from chief executive and for business purposes	Economy class for flights
Hotel accommodation	Business purposes and agreed in advance. Value for money and best use of public funds - lower priced suitable accommodation	No explicit limitation on star standard of hotel accommodation
Subsistence (UK and foreign)	Only paid for evening meals and, where applicable, breakfast (not lunch)	Breakfast £10, Dinner £30
Exceptional expenses not falling within any of the other types	Reasonable incurred in carrying out business of the authority	As approved by the chief executive

CLAIMS:

Expense claims should be submitted via the SAP process.

The deadline for expense claims is the 7th of the month. Please be aware that before the claim can be paid in the next pay run:

1. claims should be made via Employee Self Service (ESS) on the SAP system:
2. scan your receipts plus any other documents that you would normally send in the envelope, using the multi-functional printers.
3. attach the scanned document to an e-mail and send to #HRAP(Expenses) ensure that the e-mail subject is the trip number or numbers so that they can be identified easily and also quote your employee number in the email. Failure to do this may result in your claim being returned.

Individuals travelling from their home to a temporary place of work (attending meetings or training courses, etc.), can claim only the additional mileage they have incurred over and above the miles usually travelled to their permanent work place. This will also apply to the journey home from a temporary place of work. Travel from home to a temporary place of duty is non-taxable.

Individuals who travel from their home to a temporary location, collecting colleagues from their homes on the way, the total mileage incurred, less the mileage from home to permanent work place and return, should be claimed, and is non-taxable.

All mileage claims for day-to-day, planned journeys, beyond normal trip to and from work must be made at the Force rate (not casual).

Home to normal office mileage must not form part of any claim.

The Resource Officer will support the claims process for the PCC, Deputy PCC, Chief Executive Officer (CEO) and Chief Financial Officer (CFO).

Expense claims for the PCC, DPCC and CEO will be approved and signed off by the Chief Financial Officer. Expense claims for the CFO will be approved and signed off by the Chief Executive Officer.

Expense claims for officers of the OPCC will be approved and signed off by the Office & HR Manager or Chief Financial Officer.

Payments are made through the computerised payroll system to assist the deduction of income tax and national insurance.

Policy Statement Information	
Policy Owner (Job Title)	Chief Executive
Date to be Reviewed	November 2020
Date Last Review Completed	March 2019
Effective Commencement Date	November 2012

DEFINITION PRINCIPLES

1. The OPCC should always behave with probity and integrity when making claims on public resources. The OPCC will be held personally responsible and accountable for expenses incurred, and claims made, and for adherence to these principles and policy.
2. The OPCC have the right to be reimbursed for unavoidable costs where they are incurred necessarily in the performance of their functions, but not otherwise.
3. The PCC must not exploit the system for personal financial advantage, not to confer an undue advantage on a political organisation.
4.
 - a. The system should be open and transparent
 - b. The system should be subject to independent audit and assurance.
5. The details of the expenses scheme for the Office of the Avon and Somerset Police & Crime Commissioner should be subject to scrutiny by the Police and Crime Panel and published for transparency.
6. There should be clear, effective and proportionate sanctions for breaches of the rules, robustly enforced.
7. The presumption should be that in matters relating to expenses, the PCC, Deputy PCC and the OPCC should be treated in the same manner as other citizens. If the arrangements depart from those which would normally be expected elsewhere, those departures need to be explicitly justified.
8. The scheme should provide value for the taxpayer. Value for money should not necessarily be judged by reference to financial costs alone.
9. Arrangements should be flexible enough to take account of the diverse working patterns and demands placed upon the PCC, Deputy PCC and the OPCC and should not unduly deter representation from all sections of society.
10. The system should be clear and understandable. If it is difficult to explain an element of the system in terms which the general public will regard as reasonable, that is a powerful argument against it.
11. The system should prohibit the PCC from entering into arrangements which might appear to create a conflict of interests in the use of public resources.
12. The system must give the public confidence that high standards of honesty will be upheld