



**OFFICE OF THE POLICE AND CRIME COMMISSIONER
TRAVEL AND EXPENSES POLICY**

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1. Introduction

- 1.1 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 PCC or staff members of the Office of the Police and Crime Commissioner.
- 1.2 This policy does not form part of any contract of employment, and we may amend it at any time.
- 1.3 Expenses are payable in connection with approved duties.

2. General Points

- 2.2 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) in connection with approved duties.
- 2.3 No claims will be payable for the cost of the commute to and from the office, during normal working hours (Monday – Friday between the hours of 08:00 and 17:00). For the avoidance of doubt: for journeys made on OPCC business at weekends you will not be required to deduct commute mileage as this is outside of normal working hours (Monday to Friday).

- 2.4 We will reimburse expenses properly incurred in accordance with this policy. Any attempt to claim expenses fraudulently or in breach of this policy may result in disciplinary action.
- 2.5 All claims must be supported by receipts (where applicable). It is a requirement that the reason for journeys, both those made by car and public transport, should be included within expense claims.
- 2.6 The OPCC should always have regard to whether any particular journey is necessary, and if so to the most cost-effective way to undertake it.
- 2.7 If the journey could be reasonably carried out by public transport this should be booked well in advance.
- 2.8 For rail travel, staff are encouraged to make use of the cheapest appropriate fare available for the journey depending on the circumstances at that time. 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.
- 2.9 Journeys made as part of the PCC's 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.

3. Public Transport

- 3.1 Travel tickets will normally be purchased by the Business Support Officer via the contracted travel supplier for allowable journeys by public transport. The OPCC may buy a ticket of any class, but staff will be reimbursed at standard equivalent economy class rates for journeys. In the case of air travel, "economy" includes "flexible economy".
- 3.2 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.
- 3.3 Consideration should be given to value for money when purchasing tickets which may need to change at short notice. In the interest of saving money for the taxpayer, discretion should be exercised to balance low cost, generally inflexible, tickets against the probability of cancellations and the charges they will incur.
- 3.4 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.

4. Pool Car & Private Transport

Pool Car

- 4.1 OPCC Staff: Pool cars are to be used where possible to attend off site meetings, events, conferences etc. A valid licence is required, and it should have 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 team. The process to book a pool car is explained on Pocketbook [Book a pool car - Pocketbook](#)

- 4.2 PCC and DPCC: The PCC and DPCC may use a pool car if there is one available. Pool cars can be booked by registering on the My Driver Portal via Pocketbook.
- 4.3 Claims for Clean Air Zone (CAZ) can be made if using a non-compliant fleet vehicle. Staff who have booked a non-compliant fleet vehicle, should attempt to find an alternative fleet vehicle before travelling into a zone to avoid the charge. If this is not possible, it is the staff members personal responsibility to ensure that payment is made in advance, to avoid a more expensive fine. Please refer to the Pocketbook link for further information on the CAZ in the force area and how to claim. [Clean-Air Zones \(CAZ\) and Ultra Low-Emission Zones \(ULEZ\) - Pocketbook](#).

Private Transport

- 5.1 OPCC staff undertaking a journey by private transport as the driver will be reimbursed in accordance with the HMRC standard rate 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.** Please note: The OPCC have decided **not** to adopt the home to work mileage process that ASP have adopted. The mileage rate will track changes announced from time to time by HMRC to the Fixed Profit Car Scheme rate.
- 5.2 Staff who use their own vehicle for business mileage must ensure that their vehicle is correctly taxed, fully comprehensively insured with the appropriate business use cover, hold a current MOT certificate (if required) and be maintained to legislative and manufacturers standards. The member of staff must hold a full current driving licence. Failure to comply with these requirements is likely to result in disciplinary action. The OPCC will have the right to undertake spot checks for compliance purposes and staff may be required to produce copies of all relevant documents.
- 5.3 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. **Please note we are unable to process claims for Clean Air Zone (CAZ) charges for use in private vehicles without prior approval of the CFO or Head of HR. The OPCC encourage the use of public transport and park and ride services.**
- 5.4 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. This is paid to you if you are the driver and are travelling on OPCC business. Car sharing is encouraged.
- 5.5 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.

- 5.6 Hire cars may be used 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. To submit a hire vehicle request, complete the **Hire Vehicle** tab of the **Order Request** form, which can be accessed from the Business Orders page on Pocketbook. [Business orders - Pocketbook](#)

- 5.7 The PCC: A hire car may only be used for allowable journeys and must be used in accordance with the terms of hire. Hire cars can be used where Pool cars are not available. Two force qualified drivers are available on a zero contracted hours basis to drive the hire cars for the PCC and DPCC.
- 5.8 Car Parking: Claims can be made for car parking when on OPCC business such as attending meetings, engagement events etc and the parking must be the most cost-effective option. Car parking claims will not be supported for working at other business locations out of choice rather than a business purpose.
- 5.9 Air fares: Flying should be the choice of last resort for destinations within England, Wales and Scotland and Economy class is the expected standard of travel.
- 5.10 Where applicable and approved by the Chief of staff, air fares will be purchased through the OPCC, in advance, in order to obtain the most financially advantageous price.

5. Subsistence Expenditure

- 6.1 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 Business Support officer via the contracted travel supplier.
- 6.2 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 £200 per night plus breakfast. **Costs over £200 must be approved by the CFO or Head of HR prior to booking.**
- 6.3 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 £150 per night plus breakfast. **Costs over this limit must be approved by the CFO or Head of HR prior to booking.**
- 6.4 The cost of purchasing food and non-alcoholic drinks where staff have necessarily stayed overnight may be claimed.
- 6.5 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.
- 6.6 Subsistence will be reimbursed when reasonably incurred in the normal working day when on OPCC business away from your normal place of work.
- 6.7 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. This should also be declared on the Gifts and Hospitality register.
- 6.8 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.

- 6.9 All expenditure to be supported by receipts, as this will enable the OPCC to reclaim the appropriate element of VAT. Where receipts are not available claims can be reviewed and approved on a case-by-case basis.
- 6.10 The kinds of allowances determined by the Secretary of State for the purposes of paragraph 3 of Schedule 1 to the Police Reform and Social Responsibility Act 2011 are allowances in respect of:
- travel expenses
 - subsistence expenses
 - exceptional expenses

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

6. Table of PCC Authorised Allowance Amounts

- 7.1 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 (Chief of Staff) 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	See above.
Subsistence (UK and foreign)	Paid for evening meals and, where applicable, breakfast and lunch	Breakfast £15, Lunch £25, Dinner £40 or Value for money and best use of public funds.
Exceptional expenses not falling within any of the other types	Reasonable incurred in carrying out business of the authority	As approved by the Chief of Staff

7. Overnight Accommodation

- 8.1 Hotel accommodation can be claimed for a 2-day conference, training course or event where return travel home is not viable. Overnight accommodation the night before an event, conference or training course can also be claimed when you are not able to make the start time of the event using public or your own transport and you would have to leave the house before 06:00.

- 8.2 Accommodation should be booked via Business Support Officer and via the contracted travel supplier. The most reasonably priced accommodation will be selected.

8. Professional Subscriptions

- 9.1 One set of professional fees per employee can be reimbursed where the directorate lead considers membership of a professional body is essential or strongly desirable for the role. Fees may also be payable where an appropriate level of membership is required for an employee who is undertaking training for a professional qualification. In these circumstances, the OPCC will reimburse you for the cost of one membership of a professional body per year.
- 9.2 The OPCC will also cover the cost of upgrading a professional membership if this is an essential requirement of your role. If it is an optional upgrade, you must cover the cost of the upgrade yourself.

9. Claims

- 10.1 Expense claims should be submitted via the **relevant IT system**.
- 10.2 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 the relevant IT system:
 2. scan your receipts plus any other documents 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 and collar number in the email. Failure to do this may result in your claim being returned.
- 10.3 Claims must be submitted **within 4 weeks of incurring the expenses**. In exceptional circumstances, your line manager may put forward a case for you to have a claim authorised that is more than 4 weeks old.
- 10.4 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 workplace. 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.
- 10.5 Individuals who travel from their home to a temporary location, collecting colleagues from their homes on the way, should deduct their normal commute mileage from the total mileage incurred. This will be non-taxable.
- 10.6 Home to normal office mileage must not form part of any claim.
- 10.7 The Business Support Officer will support the claims process for the PCC, Deputy PCC, Chief of Staff (COS) and Chief Financial Officer (CFO).
- 10.8 Expense claims for the PCC, DPCC and COS will be submitted through SAP for approval by the Chief Financial Officer. Expense claims for the CFO will be submitted for approval by the Chief of Staff.

- 10.9 Expense claims for other OPCC staff will be submitted for approval by the relevant line manager.
- 10.10 Payments are made through the computerised payroll system to assist the deduction of income tax and national insurance.

10. Manager Responsibilities

- 11.1 If you are a manager authorising an expense claim, you need to keep in mind that the responsibility for checking receipts and sense-checking that the claim is appropriate lies with you. Claims will be processed based on your authorisation but are not re-checked afterwards.
- 11.2 Managers are asked to work in accordance with this policy treating all team members fairly and equitably seeking support from the HR Team as appropriate.
- 11.3 Managers are asked to log onto SAP regularly and as required in order to deal with expense claims in a timely manner and avoid them being forwarded to second line managers.

11. Environmental Awareness

- 12.1 The OPCC encourage all employees to limit journeys where possible to reduce expense and cut down on pollution. You should plan your time to minimise journeys and if you are attending the same venue with colleagues using private transport you should try to travel together to reduce carbon emissions and cost. The OPCC will pay a passenger allowance of five pence per passenger per business mile to promote car sharing (see above).

12. Equality

- 13.1 The OPCC has a duty of care under the Equality Act 2010 to provide reasonable adjustments for travellers. Reasonable adjustments may also be considered for those who do not fall under the Act but have an occupational health need, reasonable adjustments or caring responsibilities or similar.

Policy Statement Information	
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