



Nottinghamshire

**POLICE & CRIME COMMISSIONER**

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**Travel & Subsistence**  
**Policy**

Review Date: 2020

April 2016

# TRAVEL AND SUBSISTENCE EXPENDITURE

## General

Paragraph 3 of Schedule 1 to the Police Reform and Social Responsibility Act 2011 ('the 2011 Act') provides that a police and crime commissioner (PCC) is to be paid authorised allowances. 'Authorised allowances' means allowances, in respect of expenses incurred by the commissioner in the exercise of the commissioner's functions, which are of the kinds and amounts determined by the Secretary of State. A determination under paragraph 3 may make different provision for different cases.

Travel and subsistence claims may be made for the costs of travel, and travel-related and subsistence expenditure undertaken by the Police & Crime Commissioner (PCC) or Deputy PCC incurred in the performance of the PCC's functions. The fundamental principles applicable to incurring expenses are set out at Appendix 1.

Under Paragraph 3 of Schedule 1 of the Act 'Authorised Allowances are:

- Travel expenses
- Subsistence expenses
- Exceptional expenses

Reasonably incurred by a PCC or deputy PCC in the exercise of the commissioners functions.

Journeys made as part of a 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.

### *General Conditions*

No claims will be payable for the cost of the PCC's commute to and from the PCC's office.

All claims must be supported by receipts (where applicable).

The PCC should always have regard to whether any particular journey is necessary and to the most cost-effective way to undertake it. 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.

*Specific conditions: public transport*

Travel tickets will normally be purchased through the office administration however, for allowable journeys by public transport, the PCC/DPCC may buy a ticket of any class but reimbursement will be limited to the rate of an economy class ticket available at the time of booking. 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 PCC/DPCC 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.

*Specific conditions: private transport*

Private cars, motorcycles or bicycles may be used as an alternative to public transport where there is a specific need or it is cost-effective to do so. A PCC/DPCC undertaking a journey by private transport as the driver will be reimbursed in accordance with the rates set out below and in line with the HMRC allowable rates:

These rates are valid from 22 November 2012.

Motor mileage rate	To cover business travel by private motor car	45p per mile for the first 10,000 miles, 25p thereafter
Motorcycle mileage	To cover business travel by private motorcycle	24p per mile

When using private transport, reimbursement may be claimed for costs necessarily incurred in relation to their journey for parking charged, congestion zone charging and road tolls. Penalty or additional charges for late payment, or civil charges for traffic, parking or other violations will not be reimbursed.

*Specific conditions: public transport*

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.

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. PCCs 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.

Train fares will be reimbursed up to the standard class rate. Usually these will be requested through the administrative function of the Office of the Police & Crime Commissioner (OPCC), in advance to obtain the most financially advantageous price.

Air fares where applicable and approved by the Chief Executive or CFO will be purchased through the OPCC, in advance to obtain the most financially advantageous price.

*Subsistence expenditure:*

PCC/DPCC may claim for Hotel and 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 Hotel and Subsistence Expenditure is claimed for hotel stays this is will be purchased through the OPCC, in advance to obtain the most financially advantageous price and therefore ensure value for money.

The cost of purchasing food and non-alcoholic drinks where they have necessarily stayed overnight may be claimed where they are not included in a hotel booking. This is limited to £30 for dinner and £10 for breakfast. No payment will be made for lunch. All expenditure to be supported by receipts. No other claim for meals, subsistence etc will be allowed.

## **Approval of Claims**

The Chief Executive or the CFO to the Commissioner will subject claims to verification and audit.

In considering whether to grant this approval relating to claims for exceptional expenses the Chief Executive or CFO shall take into account the following factors:

- a. whether there are exceptional circumstances warranting additional support.
- b. whether the Commissioner could reasonably have been expected to take any action to avoid the circumstances which gave rise to the expenditure or liability
- c. whether the Commissioner's performance of their Commissioner functions will be significantly impaired by a refusal of the claim

## **Publishing Allowances**

Under paragraph 1(d) of the Schedule to the Elected Local Policing Bodies (Specified Information) Order 2011, PCCs are required to publish the allowances paid to them and to their deputies in respect of expenses incurred by the commissioner or deputy in the exercise of the commissioner's functions.

PCCs and their deputies should publish a breakdown of their expenses including:

- their name, force area, financial year, month, date, claim reference numbers, expense type (e.g. travel, accommodation), short description, details, amount claimed, amount reimbursed, amount not reimbursed, and the reason why a claim was not reimbursed
- for travel and subsistence claims: date, place of origin, place of destination, category of journey, class of travel, mileage, length of hotel stay, category of hotel stay

## APPENDIX 1

### FUNDAMENTAL PRINCIPLES

1. PCCs should always behave with probity and integrity when making claims on public resources. PCCs should be held, and regard themselves, as personally responsible and accountable for expenses incurred, and claims made, and for adherence to these principles as well as to the rules.
2. PCCs have the right to be reimbursed for unavoidable costs where they are incurred wholly, exclusively, and necessarily in the performance of their functions, but not otherwise.
3. PCCs 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 Cleveland PCC should be subject to scrutiny by the Police and Crime Panel and published.
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, PCCs 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 individual PCCs 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 PCCs 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

**Table of Authorised Allowance Amounts**  
**(As determined by the Secretary of State)**

<b>Type of expense</b>	<b>Key restriction</b>	<b>Rates</b>
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