



Nottinghamshire

POLICE & CRIME COMMISSIONER

Re-imbursments and allowances policy

June 2018

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Introduction

This policy sets out the payments to be made to individuals other than staff, police officers and the Police and Crime Commissioner; as they are covered within policies relating to terms and condition of employment or appointment.

Specifically, this relates to travel costs re-imbursed to all volunteers, members of the public giving evidence at scrutiny meetings, members of Misconduct Hearings, members of Police Appeal Tribunals and members of the Audit and Scrutiny Panel.

This document also includes payments made in relation to attendance for members of Misconduct Hearings, members of Police Appeal Tribunals and members of the Audit & Scrutiny Panel.

Re-imburements and payments will be validated and only made in relation to the provision of a service on behalf of the Police & Crime Commissioner. Receipts should be provided where applicable.

All claimants are required to provide their National Insurance number and date of birth for HMRC purposes.

Each claimant is responsible for their own financial data and any required declarations to the HMRC.

Travel expenses

For all those that assist the Office of the Police & Crime Commissioner in the delivery of service they should do so and not be out of pocket for any travel expenses incurred in fulfilling those duties.

Where public transport costs are incurred these will be re-imbursed in full on providing the relevant receipts and completion of a claim form.

Mileage will be re-imbursed for mileage incurred travelling to and from any venue in relation to the work being undertaken. Mileage will be re-imbursed at the HMRC vehicle rate, currently 45p per mile.

The vehicle, for which mileage is being claimed must be taxed, have appropriate insurance and a valid MOT certificate (where applicable) at the time the journeys were made. Evidence of this may be requested for audit purposes.

All claims for travel expenses must have a completed claim form including a signed declaration that they were incurred in the performance of approved duties and that this expenditure has not been claimed from any other body in respect of the same duties.

In certain circumstances, the Office of the Police & Crime Commissioner may approve in advance the use of taxis. This will be approved in advance and booked through the Office of the Police & Crime Commissioner.

Other expenses

For the volunteers, public providing evidence and members of the Audit & Scrutiny Panel, there may be other expenses incurred in relation to their duties, such as attendance at training events and conference. This would include costs relating to travel (e.g. train or mini bus), overnight accommodation and where appropriate for subsistence such as meals.

In all cases these costs must be approved in advance by the Office of the Police & Crime Commissioner. The Office of the Police & Crime Commissioner should also make relevant bookings in relation to travel and overnight accommodation. In all instances it should be possible to demonstrate value for money.

Claims for subsistence relating to meals are limited to the amounts detailed below. Receipts to support this expenditure should **always** be provided. There will be **no** reimbursement in relation to alcoholic drinks.

Meals	£
Breakfast	7.49
Lunch	8.30
Dinner	14.00

Beverage with meal 1.99

These are all the VAT inclusive amounts

3.4 Other costs may include the provision of childcare. As volunteers do not receive any payment in respect of the time they provide, re-imbursement of childcare costs is permitted. This should be approved in advance and an invoice or receipt from a registered child care provider must accompany any claim.

Attendance Allowances

The Nottinghamshire Office of the Police & Crime Commissioner makes attendance allowance payments to members participating in Misconduct Hearings and Police Appeal Tribunals.

These allowances are payment to carry out the duties required in the attendance of the Hearing or Tribunal and is intended to be fully inclusive in relation to any incidental costs that may be incurred (such as food, drink and child care).

In relation to Misconduct hearings and Police Appeals Tribunals there is also a payment in relation to the reading of papers and other materials (e.g. viewing video evidence) prior to the meeting taking place.

Claims for attendance allowances and reading time can be submitted together with travel expenses on the same form and providing the same declaration: that they were incurred in the performance of approved duties and that this expenditure has not been claimed from any other body in respect of the same duties.

Members of Misconduct Hearings and Appeal Tribunals are eligible to claim the following rates for the actual time taken for the hearing/tribunal:

£	
Half Day rate (up to 4 Hours)	88
Full Day rate	176
Reading preparation time	10 per hour (up to a max of £100)

The claim forms must be completed in full giving exact times and duration.

Annual Allowances

6.1 Members of the Audit and Scrutiny Panel are paid an annual allowance for their time for attending Panel meetings and training. The rate for this per annum is detailed below:

- Chair £2,000
- All other members £1,500

This is paid monthly through the payroll system.