



## **TRAVEL AND SUBSISTENCE POLICY FOR THE PCC**

### **Introduction**

1. Travel and subsistence claims may be made for the costs of travel, and travel-related and subsistence expenditure undertaken by the Police and Crime Commissioner (the PCC) incurred in the performance of his/her functions. The fundamental principles applicable to incurring expenses are set out at Appendix 1.
2. Paragraph 3 of schedule 1 to the Police Reform and Social Responsibility Act 2011 ("the 2011 Act") provides that a Police and Crime Commissioner is to be paid authorised allowances. "Authorised allowances" means allowances, in respect of incurred by the PCC in the exercise of the Commissioner's functions, which are of the kinds and amounts determined by the Secretary of State. These 'authorised allowances' are set out at Appendix 2.
3. This policy does not apply to the Deputy PCC who is a member of police staff and will be reimbursed as such.

### **General Conditions**

4. No claims will be payable for the cost of the PCC's commute to and from his home to the PCC's permanent workplace in Kidlington.
5. 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.
6. All claims must be supported by receipts (where applicable).
7. 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, season tickets, advance purchase or off-peak travel.

### **Specific Conditions: Public Transport**

8. Travel tickets will normally be purchased through the office administration however, for allowable journeys by public transport, the PCC 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".
9. For allowable journeys made by rail, reimbursement will be the actual amount spent but limited to the rate of a "standard class rate" 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.

10. Where the PCC 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.

### **Taxis**

11. 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.

### **Air fares**

12. Where applicable and approved by the Chief Executive air fares will be purchased through the OPCC, in advance, in order to obtain the most financially advantageous price

### **Specific Conditions: Private Transport**

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

## HMRC rates.

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

These rates are valid from 22 November 2012 and are based on the current rates.

14. 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.

### **Mileage policy**

15. No claims will be payable for the cost of the PCC's home to work commute to and from his permanent workplace in Kidlington.
16. In accordance with 'HMRC Guide 490 – Employee Travel' the PCC is entitled to claim mileage for all necessary business travel other than his normal home to office commute, irrespective of whether the journey starts from his home or his permanent workplace in Kidlington.

### **Hire car**

17. Hire cars may be used where there is a saving to the public purse over the cost of using other means of transport.
18. The Office of the PCC (OPCC) will arrange all hire cars through the Chiltern Transport Consortium.
19. In order to avoid a personal tax liability the hire car must only be used for allowable business journeys; it must not be used for the PCC's normal home to office (Kidlington) commute or for private (non business) journeys.
20. In normal circumstances the hire car should be parked at a secure police premise overnight. To avoid a personal tax liability the vehicle must not be taken home and parked at the PCC's personal address overnight.
21. To prove that there is no private use of the hire car the vehicle log book should be completed to provide a contemporaneous record of each journey, including the reason for and details of the journey and the mileage travelled.

## **Use of Driver**

22. A driver may be provided to enable the PCC to prepare for meetings and undertake other necessary office related tasks whilst travelling to a business meeting.
23. In order to avoid a personal tax liability the driver must not be used for personal journeys or other personal benefit (e.g. simply to avoid the PCC having to drive). Where appropriate, a written record should be maintained of the work undertaken during each journey.

## **Subsistence Expenditure**

24. The PCC 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 home. Hotels are normally booked through the office administration.
25. Where Hotel and Subsistence Expenditure is claimed for hotel stays this will be booked through the OPCC, in advance, to obtain the most financially advantageous price and therefore ensure value for money.
26. The cost of purchasing food and non-alcoholic drinks where they have necessarily stayed overnight may be claimed where they are not included in the 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**

27. The Chief Executive or Chief Finance Officer (CFO) will subject claims to verification and certification.
28. Exceptional expenses, not falling within any of the other types above, should be approved as reasonable by the Chief Executive and supported by receipts. Any claims for exceptional expenses incurred by the PCC in the exercise of the PCC's functions will require the approval of the PCC's Chief Executive. In considering whether to grant this approval the Chief Executive shall take into account the following factors:
  - Whether there are exceptional circumstances warranting additional support;
  - Whether the PCC could reasonably have been expected to take any action to avoid the circumstances which gave rise to the expenditure or liability; and
  - Whether the PCC's performance of their PCC functions will be significantly impaired by a refusal of the claim.

## **Publishing Allowances**

29. 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 their deputies in respect of expenses incurred by the commissioner or deputy in the exercise of the commissioner's functions.
30. 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 designation, category of journey, class of travel, mileage, length of hotel stay, category of hotel stay.

**Policy approved: 10 July 2013**

**Policy reviewed and updated: October 2018**

**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 to the public 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 statutory functions, but not otherwise.
3. PCCs must not seek to exploit the expenses system for personal financial or political gain or advantage.
4. The system should be:
  - a) open and transparent
  - b) subject to independent audit and assurance.
5. The PCC's Travel and Subsistence Policy will be published on the PCC's website together with details of his expense allowance scheme and claims to facilitate public transparency, scrutiny and accountability.
6. The scheme should provide value for the taxpayer. However, 'value for money' should not necessarily be judged by reference to financial costs alone.

7. The PCC's Travel and Subsistence Policy and expense allowances system should be clear and understandable. If it is difficult to explain any element of the system in terms which the general public will regard as reasonable, that is a powerful argument against its appropriateness.
8. The expense allowances system must serve to give the public confidence that high standards of integrity will be upheld

**Appendix**

**2 Table of PCC 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

Date reviewed: October 2018

Next Review: October 2019