



Travel Allowances and Expenses Policy

The Office of the Police and Crime Commissioner (OPCC) is committed to the principles of equality and diversity. No member of the public, member of staff, volunteer or job applicant shall be discriminated against on the grounds of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation.

Introduction

Policy

1. This policy applies to all members of staff.
2. There are four methods of reimbursing official travelling expenditure. These are:
 - casual vehicle allowance
 - public transport fare
 - local travel rate
 - leased car rate
3. Before a private vehicle may be used the following general criteria must be satisfied:
 - the journey being made must be necessary
 - the journey could not be effectively completed by public transport
 - the use of the vehicle is the most cost effective method of travel
 - the use of the vehicle is the most efficient method or is in the interests of the efficiency of the OPCC
 - all claims for official journeys shall be based on the **shortest distance**
 - travelling from home to base and return is not normally classed as travelling on official business. Paragraph 11 outlines the circumstances when this mileage may be claimed

Where the above criteria are not satisfied OPCC considers that public transport could and should be used.

4. Casual User. A member of OPCC staff will be a Casual User where the duties normally performed by that post make it desirable that he/she has a car at his/her disposal at all material times.

The OPCC will maintain a list of the posts that are deemed Casual Users, all remaining posts will claim local transport rate, which will be reviewed periodically.

5. Types of journey covered by this policy. All journeys carried out in relation to duties normally performed will be covered, except those journeys which could and should be carried out by public transport (see clause 3). In cases where public transport could and should be used, if the user decides to use his/her own vehicle for his/her own convenience then he/she can only claim reimbursement to the value of a public transport fare.
6. Public Transport Rate. There are two instances when the value of a public transport fare will be reimbursed: -
 - where public transport is actually used or
 - where it is deemed that a journey could and should be made by public transport but the employee decides to use his/her own car for his/her own convenience
7. Public Transport Actually Used. This is self-explanatory and relates to any member of staff who for any reason actually uses public transport. Reimbursement will be of actual cost expended. Expenditure must be actually incurred before a claim can be made, with receipts provided.
8. Vehicle Used for own Convenience. Where a journey is of such a nature (as decided by a supervisor in accordance with clause 3) that it could and should be made by public transport but the employee chooses for his/her own convenience to use his/her own vehicle then he/she will be reimbursed at for the value of a public transport fare only.
9. Local Travel Rate. To be applied in cases where a member of staff chooses to use his/her own car for a journey which, in the opinion of his/her supervisor, could and should be undertaken by public transport, but where the actual cost of public transport is difficult to establish.
10. Leased Car Rate. To be applied in cases where the member of staff is using a vehicle provided, to them, under the Senior Officer's Leased Car Scheme (this is a West Midlands Police scheme that may on occasion be utilised by eligible senior managers within the OPCC).
11. Types of Journey Covered. There is no particular class of journey where travel by public transport or by any other means is automatically deemed appropriate. All journeys will be subject to the test of what is the most cost effective and most efficient way of undertaking the journey.
12. Insurance Requirement. Any vehicle used under this policy must be insured under a policy of insurance which:
 - gives comprehensive protection

- covers the use of the vehicle for business use and also the carrying of passengers in that capacity
 - indemnifies the OPCC against claims by third parties (including claims concerning passengers) arising from the use of the vehicle on official duty, unless the company by which the policy was issued has already given a general undertaking in this regard to the OPCC or appropriate Association of Local Authorities in respect of civilian users
14. The OPCC staff should be aware that when a claim form is signed by the member of staff claiming under this policy, they are also stating that they have the appropriate level of business insurance.
14. Rate. The amount of allowance payable to authorised users is dependent on the cubic capacity of the vehicle concerned. Reimbursement will be in accordance with the rates published (published on Internal Audit intranet page).
15. Taxation. Users should be aware that the Inland Revenue have determined that there is a profit element on casual allowances. Advice on the extent of the liability may be obtained from the Staff Associations or Inland Revenue. It is the responsibility of the individual user to ensure that the Inland Revenue are applying the correct code. At its current level, local travel rate is non-taxable.
16. National Insurance. At its current level, local rate does not attract National Insurance Contributions.

Claims

17. The OPCC staff will use the appropriate claim form for claiming mileage and associated car parking and all other forms of reimbursement. Payment will be through payroll. Claims, once fully completed and authorised, will be forwarded to the Force Finance Department in accordance with the agreed timetable. Claims should be submitted on a monthly basis, multiple months should not be submitted. It is essential that details of all journeys are recorded to include:
- start point of each journey
 - all locations visited (not necessary to detail the exact address)
 - the ultimate destination
 - the purpose of every journey (not necessary to indicate the names of individuals)
 - a recent VAT petrol receipt (to enable the VAT to be claimed on mileage); and
 - receipts for any other travel expenditure to be claimed (bus, train and metro tickets etc)
18. Authorisation. It is the responsibility of the manager authorising car mileage claim forms to ensure that the claimants have complied with the conditions detailed herein.

19. Home to Office. Travelling from home to office and return is not normally regarded as travelling on official business. Appendix (A) provides examples to illustrate the point. Officers and staff may not claim for this mileage unless:
- it is an emergency call out, or in circumstances outside their normal work times
 - approval is given to start and finish work from their home address, without attending their office base during the day. Such occasions should be the exception rather than the rule and should be in the interest of efficiency. Under these circumstances mileage should be claimed as follows:
 - the mileage incurred between the first official appointment and journeys in between, to the last official appointment only
- NB** If the distance from home to the first appointment is further than the normal home to office, then the excess mileage only should be claimed. Similarly, if the distance between the last appointment and home is further than the normal home to office, then the excess mileage only should be claimed.
- in instances where home to the first official appointment and return to home is the only official journey undertaken during the day, mileage should not be claimed unless the mileage incurred is greater than the normal home to office return mileage. The excess mileage only is payable.
20. Travel outside the OPCC Area. ALL mileage claimed will be reimbursed at the local travel expense rate dependent on the cubic capacity of the vehicle used.
21. Car Parking. The OPCC staff attending their normal office base may not claim any car parking expenses unless the use of the car is for a specific business need and on an exceptional basis. Any such instance will need to be agreed with the employee's line manager. In event of their being a specific business requirement the employee should first seek to obtain the use of a shared car parking space that is available to the OPCC.
- Where expenses are incurred for car parking for other journeys that are not related to the normal office base or for those relating to normal office base they may be claimed subject to the provision of satisfactory receipts and should be claimed using the appropriate form.
22. Carriage of Additional Passengers/Sharing Vehicles. Where there is potential to increase the cost effectiveness by the sharing of private vehicles, members of staff, in receipt of vehicle allowances or travel expenses, shall undertake to carry official passengers to the total authorised capacity of the vehicle without a claim for additional financial reimbursement.
23. Travel Cards. Where a member of staff regularly uses public transport and claims reimbursement from the OPCC, consideration must be given to the possible advantage of issuing that person with a travel card. Employees already in possession of a travel card for personal travel may claim reimbursement for OPCC business journeys only if additional expense is incurred.

24. Motorcycle Allowance. The general criteria detailed at clause 3 have to be satisfied before a motorcycle is used. The same conditions and controls which apply to the use of a motor vehicle for official duties will be applied when a motorcycle is used.
25. Motorcycle Reimbursement
- Motorcycles up to 451cc. Half the lowest car allowance rate dependent on the journey type
 - Motorcycles over 451cc. The full car allowance rate dependent on the journey type authorised and the appropriate cc category
26. Additional Travel Allowance (Excess Travel). Where there is an organisation requirement for an employee to move work location, but not to move home, they may be entitled to claim additional travel expenses, if there is additional 'home to work' travel.

Individuals who gain a promotion following a restructure will not normally be eligible to receive the allowance. However, where an individual is promoted and a managerial decision is taken to post them to a specific work location, they will be eligible to receive the allowance if additional travel costs are incurred.

Individuals who apply for a secondment to the OPCC will not be eligible to claim the allowance.

27. Excess Travel - Determination of Allowance

- the allowance paid shall be equal to the difference between the cost of travelling from home to the new place of work, and from home to the old place of work. Where there is no difference in costs, e.g. current users of a travel card, then no additional payment will be made. The calculation will be based on 45 working weeks per year, thereby taking account of annual leave entitlements and public holidays
- the allowance will be based on either the current mileage rates for local travel or standard train or bus fare and will be paid on a monthly basis subject to tax and National Insurance deductions. The amount will not be pensionable
- individuals will only be able to claim an allowance based on the local travel mileage rate if they are an authorised car user for the OPCC

There are circumstances where non-authorised car users can claim local travel mileage if there are staff with disabilities, staff work outside standard office hours where the level of public transport decreases or for staff who do not live within a reasonable distance of a bus or train stop.

Staff that do not live near a train or bus station should, where reasonable, drive to a location to access public transport meaning that claims will be based on a mixture of mileage and public transport.

For these individuals, details should be disclosed on the claim form as to why they are claiming local travel mileage, which should be supported by their appropriate line manager.

In all other cases the allowance will be based on public transport rates (train, or bus fares), regardless of whether the individual previously drove to their old work location.

28. Excess Travel – Payment

Once the allowance has been calculated, checked and authorised, payment will be made along with the monthly salary. However where an individual moves their place of work or home address, they must inform their line manager as this may affect the additional travelling allowance.

29. Excess Travel - The Period of Claim

Individuals will be able to claim for a four year period on a monthly basis. Payment will be subject to tax and National Insurance deductions.

30. Excess Travel- Interim/Temporary Relocation

The principle for calculating the additional travel allowance remains the same. Individuals will receive a monthly payment.

It should be noted that if the employee uses a bus or train travel card and therefore there are no additional costs incurred, no allowance is payable.

31. Resignation/Career Break

When an individual leaves OPCC, the monthly payment will cease.

Reimbursement of Expenditure (Expenses)

32. Enabling Framework. The following principles will apply to the reimbursement of additional expenditure incurred by OPCC staff in the course of their duties:

- where staff, during their standard working day are **necessarily** prevented from taking their usual meal arrangements, they will be reimbursed the difference between the cost of the meal taken and that of their usual meal arrangements
- staff will only be reimbursed for expenditure incurred if that expenditure was necessary, i.e. that there was a real/genuine need for the expenditure and it was reasonable
- claims must be supported with receipts (only in exceptional circumstances, agreed by the line manager, will claims without a receipt be authorised) and the claim must be certified for payment by the line manager
- amounts reimbursed must normally be paid with salaries, and only in exceptional circumstances should they be reimbursed in cash

33. Supporting Guidance. The key part of this policy is that the reimbursement of expenses is 'reasonable and necessary'. Local management discretion will need to be exercised when assessing individual claims against these criteria. Issues taken into account should include:

- the facilities available at the time of day and location; and

- the cost of the facilities available and whether there were any other alternatives

A degree of judgement will need to be used in assessing claims against the circumstances of individual cases and it will be in the interests of all parties to ensure that the reimbursement arrangements are properly managed and applied.

For illustrative purposes only, meal costs will not be expected to exceed £6 (breakfast), £7.50 (lunch) and £10 (dinner).

Please note in the case of claiming during the course a standard day these represent the cost of meals before the deduction that must be made in respect of the meal/refreshment normally taken.

The amounts detailed above are not entitlements against which claims can be made. Claims must be approved and certified for payment by the line manager who in doing so will be confirming that the expense was necessary, and in the case of claims for expenditure incurred during the standard working day, is additional to what the individual would have otherwise incurred. Where the claim is not supported by receipts, certification for payment will also mean that the line manager agrees that there are good exceptional reasons why the claim should be paid without receipts.

Amounts reimbursed must normally be paid within the individuals' salaries, and only in exceptional circumstances should they be reimbursed in cash (e.g. where a substantial expense has been incurred by the individual, such as for hotel accommodation etc).

APPENDIX 'A'

If a member of staff calls at a location on his/her normal home to work or return route, the full journey must be shown, but only excess mileage may be claimed.

Example 1

An employee living north of Birmingham (Four Oaks), travelling from there to Tally Ho! The employee's normal office base is Lloyd House and the normal home to office base route is 10 miles.

The claim should be as follows: -

Home to Tally Ho! to Lloyd House	16 miles
Less normal home to office mileage	<u>10 miles</u>
Miles claimed	6 miles

i.e. the excess miles claimed

Example 2

An employee living South of Birmingham (Cotteridge) whose normal office base is Lloyd House and whose normal home to office mileage is 6 miles.

Travelling from Lloyd House to Tally Ho! then home, the employee may not claim because:-

Lloyd House to Tally Ho! to Home	6 miles
Less normal home to office mileage	6 miles

The journey to Tally Ho! forms part of normal home to office

Example 3

An employee living North of Birmingham (Four Oaks) who has to attend an all-day meeting South of Birmingham (Bournville). The employee's normal office base is Lloyd House and normal home to office journey is 10 miles.

The claim should be as follows:-

Home to Bournville to Home	30 miles
Less normal home to office <u>return</u> mileage	<u>20 miles</u>
Therefore amount claimed	10 miles

i.e. the excess mileage

NB If the home location was as per Example 2 (Cotteridge) and the return mileage to/from Bournville was less than the return mileage to Lloyd House, then no mileage could be claimed.