



## **NORTHAMPTONSHIRE OFFICE OF THE POLICE & CRIME COMMISSIONER**

### **ALLOWANCE, TRAVEL AND SUBSISTENCE POLICY**

#### **1.0 Introduction**

- 1.1 Paragraph 3 of Schedule 1 to the Police Reform and Social Responsibilities 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 expenses incurred by the Commissioner in exercise of the Commissioner’s functions, which are of the kind and amounts determined by the Secretary of State.
- 1.2 The purpose of allowable expenses is to reimburse expenses incurred by the Police and Crime Commissioners in carrying out their duties, not to provide a general gratuity for undertaking the role.
- 1.3 The Allowance, Travel and Subsistence Policy applies to the Police and Crime Commissioner, the Deputy Police and Crime Commissioner (where appointed) and all staff that work within the Northamptonshire Office of the Northamptonshire Police and Crime Commissioner (OPCC).
- 1.4 Allowances are paid to the Members of the Internal Audit Committee and External Independent Members. Details of these are shown in Section 9.

#### **2.0 General Principles**

- (1) Only claims for travel and subsistence relating to expenses incurred in performing the function of the OPCC will be paid (allowable journeys).
- (2) The costs of travelling to and from the OPCC will not be paid.
- (3) There will always be due regard to whether a journey is necessary and the most cost effective way to travel.
- (4) In relation to hotel stays, there will always be due regard to whether an overnight stay is necessary and, if so, the most cost effective accommodation.
- (5) All expense and subsistence claims must be supported by receipt, where applicable.
- (6) All expense claims must be submitted within the timescales specified by the Chief Executive.

(7) Travel and subsistence cannot be claimed for:-

- (a) Journeys made relating to the business of a political party;
- (b) Journeys made for the purposes of electioneering; and
- (c) Journeys for which funding is available from another source.

### **3.0 Rail Travel**

- 3.1 Whenever possible rail travel should be booked in advance, if this is the most cost effective option.
- 3.2 Ticket will be booked through the OPCC, wherever practicable.
- 3.3 Rails tickets will be Standard/Economy Class, assuming this is the most cost-effective option. Tickets can be purchased for any class but only the cost of Standard/Economy travel will be paid or reimbursed.
- 3.4 When tickets are not booked by the OPCC, the actual amount spent can be claimed but will be limited to the rate of a Standard/Economy Class ticket at the time of booking.
- 3.5 Railcard or season tickets costs can be claimed if they allow savings on the future purchase of rail tickets and therefore it is the cost effective option. Tickets will be Standard/Economy Class. Tickets of any class can be purchased but only the cost of Standard/Economy Class travel can be claimed and will be reimbursed.
- 3.6 A receipt will be required when submitted a claim for rail travel.

### **4.0 Taxi Travel**

- 4.1 Local Taxi travel, where practicable, should be booked by the OPCC.
- 4.2 Taxi can be booked, or the cost reimbursed, for allowable journeys when a taxi journey is necessary because:-
  - (a) No other reasonable method of transport is feasible for all or part of the journey; or
  - (b) Alternative methods of transport are impracticable due to pregnancy, disability illness or injury.
  - (c) Where there are multiple passengers sharing a taxi, which makes this the most cost effective method of travel over the purchase of separate tickets per passenger for other means of transport.
- 4.3 A hire car can be used for allowable journeys (with the OPCC meeting the costs of hire, fuel and insurance), in the above circumstances where there is a saving on the costs of other forms of transport.

## **5.0 Pool and Hire Cars**

- 5.1 For journeys of over 100 miles (round trip) staff should consult their line manager to agree the most cost effective and practical means of travel, including the use of Force pool cars or hire cars.

## **6.0 Private Transport – Cars, Motorcycles and Bicycle**

- 6.1 Claims can be made for the use of private cars, motorcycles, and bicycles for allowable journeys where there is a specific need, it is cost effective and/or it is the most practical option.

- 6.2 The cost of using private transport will be reimbursed in accordance with the following rates:-

Car mileage rate – 45p per mile for the first 10,000 miles, 25p thereafter.

Motorcycle mileage rate – 24p per mile.

Bicycle allowance – 20p per mile.

- 6.3 If passengers are carried on an allowable journey in a private car an additional 5p per mile can be claimed for each passenger carried up to a maximum of four passengers.

- 6.4 Costs for parking charges, congestion zone charges and road tolls, necessarily incurred in the undertaking of an allowable journey, will be reimbursed. A receipt/ticket will be required when making a claim.

- 6.5 The cost of penalties, fines, traffic offences or additional charges for late payment, will not be paid.

## **7.0 Hotel Stays**

- 7.1 The cost of hotel accommodation will be paid or reimbursed for allowable journeys where it is unreasonable to expect the PCC, Deputy PCC (where appointed) or member of staff to return home for the night. The choice of hotel accommodation should take into account the best use of public funds and Value for Money.

- 7.2 Hotels will be booked by the OPCC utilising procurement accommodation discounts, when available.

- 7.3 The cost of hotels will be paid as follows :-

(a) Where hotel stays are in the London area or outside of the United Kingdom the maximum amount that can be claimed/paid is £150.00 per night.

(b) Where hotel stays are in the United Kingdom and outside the London area the maximum amount can be claimed/paid is £120.00 per night.

- 7.4 Where breakfast is not included in the cost of the hotel room, a maximum of £10.00 for breakfast can be claimed.

- 7.5 Where a hotel stay is necessary, in addition to bed and breakfast, the cost of purchasing food and non-alcoholic drinks can be claimed up to a maximum of £30.00 per night on production of a receipt(s). The cost of alcohol will not be reimbursed.
- 7.5 Where a hotel is not booked and paid for by the OPCC a receipt will be required for reimbursement of the cost to be paid.
- 7.6 If hotel stays exceed the maximum amount stated, then written consent must be obtained from the Chief Executive prior to booking, setting out the justification for the extra expense.

## **8.0 Travel outside of the United Kingdom**

- 8.1 Air Travel will be Standard/Economy Class and will be booked by the OPCC. It is important for the traveller to check well in advance that all of the necessary arrangements are in place including the arranging of insurance.
- 8.2 The person travelling is responsible for ensuring they leave adequate time to check-in for flights and, unless there are exceptional circumstances, they will be liable for the cost of any other further ticket that need to be purchased or costs incurred.
- 8.3 The maximum that can be claimed for a night hotel stay outside of the UK is £150.00.
- 8.4 For subsistence in addition to hotel bed and breakfast a subsistence allowance is available for food and non-alcoholic drinks, the allowance being a maximum of £30.00 per 24 hours on the production of a receipt.
- 8.5 To claim for the reimbursement of food and non-alcoholic drinks receipts will be required.
- 8.6 If hotel stays exceed the maximum amount stated, then written consent must be obtained from the Chief Executive prior to booking, setting out the justification for the extra expense.

## **9.0 Miscellaneous Expenses**

- 9.1 There may be occasions when it is necessary to purchase miscellaneous goods (i.e. tea, coffee and biscuits for a meeting). These costs can be reimbursed with the agreement of the Chief Executive up to a maximum of £15.00.
- 9.1 Receipts will be required to claim for miscellaneous goods.

## **10.0 Exceptional Expenses**

- 10.1 This relates to expenses that do not fall within any other category and that are reasonably incurred in carrying out Police and Crime Commissioner business.
- 10.2 Any such expenditure will need to be approved by the Chief Executive and receipts will be required, as necessary, to claim this back.

## **11.0 Allowances**

11.1 The OPCC will pay the following allowances.

- (a) Members of the Internal Audit Committee will be paid £2000.00 per annum with the Chair of the Committee receiving £3000.00 per annum (no other travel or further expenses/subsistence can be claimed).
- (c) External Independent Members - £130.00 per day\* (£65.00 per half day\*). Travel and Subsistence expenses can be claimed in accordance with the policy.

\* "Day" means any period of more than four hour in one day and "half day" means a period of less than four hours.

## **12.0 Payment Arrangements**

- 12.1 Allowances are paid monthly and the annual allowance is divided by twelve to calculate the monthly payment (i.e. £2.000.00/12 = a monthly payment of £166.66).
- 12.2 The monthly payment will be paid into the recipients' bank account through the payroll provider (currently Northamptonshire Police) on or around 25<sup>th</sup> of each month.
- 12.3 Claims for mileage, parking, congestion zone charges, road tolls, subsistence and any miscellaneous expenses must be made using the correct form by the monthly date specified by the Chief Executive. The necessary receipts must be attached to the claim form.
- 12.4 Payment of claims will be made into the recipients' bank accounts by the Payroll provider on or around 25<sup>th</sup> of each month.

## **13.0 Publishing of Expenses**

- 13.1 The Northamptonshire Office of the Police and Crime Commissioner is required to publish the expenses claimed by the Police and Crime Commissioner and the Deputy Police and Crime Commissioner (where appointed).
- 13.2 The information published should include:-
  - Their name, date, expense type (i.e. travel, accommodation, subsistence), details, and amount claimed.