



Police and Crime Commissioner's travel and subsistence policy

This scheme is made in accordance with Paragraph 3 of Schedule 1 to the Police Reform and Social Responsibility Act 2011 ("the 2011 Act") which provides that a Police and Crime Commissioner (Commissioner) is to be paid authorised allowances in respect of expenses incurred by them in the exercise of their functions, which are of the kinds and amounts determined by the Secretary of State.

The kinds of [allowances determined by the Secretary of State](#) for the purposes of paragraph 3 of Schedule 1 to the 2011 Act are allowances in respect of:

- travel expenses;
- subsistence expenses; and
- exceptional expenses

reasonably incurred by a Commissioner in the exercise of their functions.

The Commissioner's Chief Executive/Monitoring Officer will verify and audit all expense claims.

All claims must be supported by valid receipts (where appropriate) and submitted via the SAP system.

The fundamental principles applicable to incurring expenses are set out at Appendix 1.

Travel expenses

1. The Commissioner should always have regard to whether any particular journey is necessary and to the most cost-effective means of undertaking it. In particular, whatever means of transport is used consideration should be given to whether potential savings could be made through the use of concessionary fares such as Oyster cards, advance purchase or off-peak travel.
2. The Commissioner may be reimbursed for reasonable and necessary travel expenses in order to exercise their functions. The Commissioner is encouraged to use public transport as much as possible; however mileage allowances can be claimed when necessary.
3. Travel tickets will normally be purchased by the Office of the Police and Crime Commissioner (OPCC). However, where train, ferry or bus fares are incurred in the course of business they will be reimbursed on production of a valid ticket or receipt up to standard class rates.
4. The Commissioner may only claim taxi fare when:
 - it is more cost effective than other methods of public transport; or
 - no other reasonable method of public transport is available for all or part of the journey or within a reasonable timescale; or
 - alternative methods of public transport are impracticable due to pregnancy, disability, illness, injury or other reason (e.g. luggage).

Claims must be accompanied by a valid receipt and a note stating why a taxi was used. Tips will not be reimbursed.

5. The Commissioner may use their own private motor vehicle as an alternative to public transport where there is a specific need or it is cost effective to do so. Mileage allowance for using their own private motor vehicle will be in line with the Approved Mileage Allowance Payments (AMAPs) set by HMRC. These are as follows:

Cars:	Up to 10,000 miles	45 pence per mile
	Over 10,000 miles	25 pence per mile
Motorcycles:		24 pence per mile
Bicycle rate:		20 pence per mile

6. Where the Commissioner uses their own private motor vehicle to carry out their duties, they must have in place and maintain a valid motor insurance policy which includes use by the insured in connection with their business.

7. The Commissioner must provide a copy of their motor insurance certificate and MOT certificate (if required) to the Chief Executive/Monitoring Officer, as well as copies each year upon renewal.

8. All mileage claims must be accompanied by a fuel VAT receipt. Either hard-copy or e-copy receipts should be retained for a period of three years plus the current year.

9. When using their own private motor vehicle, reimbursement may be claimed for costs necessarily incurred in relation to their journey (e.g. parking, congestion zone charge). Any claim must be accompanied by a valid receipt. However, penalty or additional charges for late payment, or other traffic or parking violations will not be reimbursed.

10. Foreign travel can be reclaimed by the Commissioner but only in cases where it is for business purposes and prior authority has been given by the Chief Executive/Monitoring Officer. The public transport and mileage conditions will apply for travel within a foreign country and the cost of flights will be reimbursed at the economy class rate.

11. Travel expenses may not be claimed for:

- the Commissioner's normal commute to and from the OPCC;
- 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.

Subsistence allowances (UK and Foreign)

12. Subsistence payments will only be made where an evening meal is purchased and, where applicable, a breakfast. Lunch and alcoholic beverages will not be reimbursed. Reimbursement will be at cost, against submission of a receipt. The rate of subsistence allowance shall not exceed:

Breakfast:	£10.00
Dinner:	£30.00

Hotel accommodation

13. Will be paid for provided it is for business purposes, would be unreasonable for the Commissioner to return to their residence and has been agreed in advance. Accommodation which is suitable will normally be booked and paid by the OPCC at the lowest price ensuring value for money and the best use of public funds. The Commissioner will be expected to settle any incidental accounts prior to departure from a hotel.

Exceptional expenses (not falling within the above)

14. Any claims for exceptional expenses incurred by the Commissioner in the exercise of their functions will require the approval of the Chief Executive/Monitoring Officer.
15. In considering whether to grant approval, the Chief Executive/Monitoring Officer will take into account the following factors:
 - whether there are exceptional circumstances warranting additional support;
 - whether the Commissioner could reasonably have been expected to take any action to avoid the circumstances which gave rise to the expenditure or liability; and
 - whether the Commissioner's performance of their functions will be significantly impaired by a refusal of the claim.

Publication of expenses

16. Under paragraph 1(d) of the Schedule to the Elected Local Policing Bodies (Specified Information) Order 2011, Police and Crime Commissioners are required to publish the allowances paid to them and to their Deputies in respect of expenses incurred in the exercise of their functions.
17. A breakdown will be published on the Commissioner's website. This will include the following information:
 - their name, force area, financial year, month, date, 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.
18. This information will be published on a quarterly basis. Therefore claims for expenses should be made on a monthly basis, and certainly no longer than 3 months from the date of the expense.

This policy is subject to revision by the Chief Executive/Monitoring Officer; it was last reviewed in April 2018

Fundamental Principles

1. Commissioners should always behave with probity and integrity when making claims on public resources. Commissioners should be held and regard themselves, as personally responsible and accountable for expenses incurred and claims made, and for adherence to this policy and these principles.
2. Commissioners have the right to be reimbursed for unavoidable costs where they are incurred wholly, exclusively and necessarily in carrying out their duties or functions, but not otherwise.
3. Commissioners must not exploit the system for personal financial advantage, nor to confer an undue advantage on a political organisation.
4. The system should be open and transparent, capable of being subject to independent audit and assurance.
5. The details of the expenses scheme for the Kent Commissioner should be subject to scrutiny by the Police and Crime Panel and published.
6. The presumption should be that in matters relating to expenses, Commissioners 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.
7. The scheme should provide value for the taxpayer. Value for money should not necessarily be judged by reference to financial costs alone.
8. The scheme should be clear and understandable.
9. The system must give the public confidence that high standards of honesty and integrity are being upheld.