

Police and Crime Commissioner **for Essex**

TRAVEL AND SUBSISTENCE EXPENDITURE

Version Control	Version 2.0	February 2016
Reviewed By	J Madden	February 2016
Policy owner	S Hancock	November 2012
First Published	J Drewett	November 2012
Next Review Date	J Madden	November 2017

Version history

Version Number	Date	Reason for review	Comments
1.0	November 2012		First publication
2.0	February 2016	Policy update	Updated to include SAP

Introduction

Travel and subsistence claims may be made for the costs of travel, travel-related and subsistence expenditure undertaken by the PCC or Deputy PCC incurred in the performance of the PCC's functions. The fundamental principles applicable to incurring expenses are set out at Appendix 1.

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.

General Conditions

No claims will be payable for the cost of the PCC's commute to and from the PCC's office.

Except in exceptional circumstances, all travel and subsistence claims should be made within a reasonable time-scale. Reasonable is generally considered to be within a month or two after the expenditure has been incurred.

All claims will be made via the SAP system via the Connexions intranet.

All claims must be supported by receipts (where applicable). Hard copies should be sent to Payments Business Services Essex, Business Centre, Dunmow marked on the front of envelope with Surname/Collar No. and Trip No. (Which is the reference number generated by SAP after input of expenses)

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 such as Oyster cards, season tickets, advance purchase or off-peak travel.

Specific conditions: public transport

Travel tickets will normally be purchased through the office administration however, for allowable journeys by public transport, the PCC/DPCC 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".

For allowable journeys made by rail, reimbursement will be the actual amount spent but limited to the rate of an "anytime standard open" 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.

Where the PCC/DPCC 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.

Specific conditions: private transport

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

These rates are valid from 22 November 2012.

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

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.

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.

Hire cars may be used in the above circumstances where there is a saving to the public purse over the cost of using other means of transport. PCCs may claim for the cost of hiring the vehicle, of any fuel used, and insurance purchased. Hire cars will however normally be booked through the corporate contract by the office administration.

A hire car may only be used for allowable journeys and must be used in accordance with the terms of hire.

Subsistence expenditure

Claims for expenses must be made on SAP via the Connexions intranet.

PCC/DPCC may claim for travel 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 residence.

Hotels are normally booked through the office administration and via the Purchasing Team at the Business Centre, Dunmow.

Where travel and subsistence expenditure is claimed for hotel stays inside the London area or outside the United Kingdom, this is subject to an upper limit of £150 per night.

Where travel and subsistence expenditure is claimed for hotel stays inside the United Kingdom but outside the London area, this is subject to an upper limit of £120 per night.

The cost of purchasing food and non-alcoholic drinks where they have necessarily stayed overnight may be claimed. This is limited to £25 for each night. All expenditure is to be supported by receipts. No other claim for meals, subsistence etc., will be allowed.

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 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 functions, but not otherwise.
3. PCCs must not exploit the system for personal financial advantage, nor to confer an undue advantage on a political organisation.
4.
 - a. The system should be open and transparent
 - b. The system should be subject to independent audit and assurance.
5. The details of the expenses scheme for the PCC for Essex should be subject to scrutiny by the Police and Crime Panel and published.
6. There should be clear, effective and proportionate sanctions for breaches of the rules, robustly enforced.
7. The presumption should be that in matters relating to expenses, PCCs 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.
8. The scheme should provide value for the taxpayer. Value for money should not necessarily be judged by reference to financial costs alone.
9. Arrangements should be flexible enough to take account of the diverse working patterns and demands placed upon individual PCCs and should not unduly deter representation from all sections of society.
10. The system should be clear and understandable. If it is difficult to explain an element of the system in terms which the general public will regard as reasonable, that is a powerful argument against it.
11. The system should prohibit PCCs from entering into arrangements which might appear to create a conflict of interests in the use of public resources.
12. The system must give the public confidence that high standards of honesty will be upheld