

Police and Crime Commissioner for North Yorkshire

Policy - Travel and Subsistence Expenses

1.0 Introduction

- 1.1 The Act of Parliament that allowed for the creation of Police and Crime Commissioners also allows for the refund of expenses to Commissioners. In line with The Police Reform and Social Responsibility Act 2011, the Police and Crime Commissioner for North Yorkshire is able to reclaim the expenses for undertaking her duties as the Commissioner.
- 1.2 This is the policy for the refunding of travel and subsistence expenses to the Police and Crime Commissioner for North Yorkshire.

2.0 General conditions

- 2.1 Within the terms of this policy, the Police and Crime Commissioner for North Yorkshire can reclaim any travel and subsistence expenses she pays out when undertaking her duties as Commissioner.
- 2.2 The Commissioner will always consider the cost effectiveness of her journeys, the accommodation she uses and her meals and refreshments. However, it is recognised that it is not always possible or appropriate to use concessionary fares, season tickets, advance purchases or off-peak travel to limit the costs of expenses. The requirement to efficiently undertake the role will be taken into account alongside the costs.
- 2.3 The Commissioner is issued with a corporate charge card which she is able to use for the payment of expenses. When using the charge card to pay expenses, the Commissioner will comply with the terms identified in this policy.
- 2.4 The Commissioner will provide evidence of expenditure in the form of receipts. Expenses not covered by receipts will only be refunded if:
 - (i) it was not possible to obtain a receipt;
 - (ii) it would have been unreasonable to expect the Commissioner to collect a receipt; or
 - (iii) an automated system does not issue receipts but the transaction is recorded by way of the charge made.
- 2.5 Unless in exceptional circumstances, the Commissioner will not claim for the expenses of a personal companion. A claim for the expenses of a personal companion will be considered as an exception and must receive the approval of the Chief Executive Officer before it is refunded.
- 2.6 Expenses for alcohol or gifts for employees will not be refunded.

3.0 Eligible Expenses

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- 3.1 The Commissioner will only reclaim expenses for payments she makes in the course of her duties as Commissioner.
- 3.2 The Commissioner will not reclaim expenses for the following:
- (i) the cost of the commute to and from her office;
 - (ii) any costs incurred on the business of a political party;
 - (iii) any costs incurred while undertaking electioneering activity;
 - (iv) costs that may be claimed from another legitimate and appropriate source.
- 3.3 Penalty charges, late payment charges or fines will not be refunded.

4.0 Travel

- 4.1 Expenses for air, rail or travel on other public transport will be refunded to the Commissioner at economy, standard or second class ticket rates. If a ticket is of economy, standard or second class, the amount of money refunded to the Commissioner will be matched to the price of the ticket. If the ticket is of a class that is more expensive than economy, standard or second class, the amount of money refunded to the Commissioner will be enough to cover the cost of the ticket if it had it been an economy, standard or second class ticket. The amount refunded will be estimated using the price of an economy, standard or second class ticket for the same journey at the time of the claim.
- 4.2 Refunds will be made for rail cards or season tickets if it will be cost effective to use them.
- 4.3 The Commissioner is able to claim for mileage travelled in a private vehicle provided that the use of the vehicle is necessary and cost effective. If a claim is made for mileage travelled in a private vehicle, the costs of travel will be refunded at the HM Revenue and Customs rates. When a journey is made in a private vehicle any necessary additional costs will be refunded. Eligible additional costs will include parking charges, congestion zone charges and road tolls.
- 4.4 When a journey is started from home or finishes at home, home to work mileage will be excluded from expenses claims. The mileage excluded will account for the journey from home to and/or from the Harrogate OPCC office location. If journeys are required at weekends, the full mileage will be refunded.
- 4.5 Taxi fares will be refunded when a journey by taxi is necessary. A journey by taxi will be necessary if no alternative and cheaper form of travel is available. A journey by taxi may also be necessary if any alternative form of transport is impractical or not reasonably accessible to the Commissioner.
- 4.6 Hired vehicles may be used when it will be cost effective to do so. Vehicles will be hired through the Business Support function. Hired cars will only be used for eligible journeys.

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- 4.7 The Commissioner is able to claim for the expenses of foreign travel when the travel is necessary to the role of the Commissioner and it has received the advance approval of the Chief Executive Officer.

5.0 Subsistence

- 5.1 Refunds will be provided for the cost of an overnight stay when the Commissioner has travelled to perform her duties as Commissioner. The Commissioner may claim for hotel bills when it will be unreasonable, inefficient or not cost effective for her to return home. Whenever cost effective, hotel accommodation will be booked in advance. The Office of the Police and Crime Commissioner will arrange accommodation and seek the best value. The hotel expenses that will be refunded will be at a level considered reasonable for the location of the hotel.
- 5.2 When the Commissioner is away from her office for a prolonged period and hospitality has not been provided at the meeting, conference or other event she is attending, she will be refunded for her breakfast and dinner. Breakfast and Dinner will be claimed at a limit of:
- (i) £10 for Breakfast; and
 - (ii) £30 for Dinner.

6.0 Authority and Responsibility

- 6.1 The Commissioner will ensure that the claims she makes for expenses comply with this policy and that she uses the proper procedures provided for the making of claims.
- 6.2 The expenses claim forms of the Commissioner will normally be authorised by the Commissioner's Chief Finance Officer. If required, the Chief Executive Officer will consider the claim. The approval of the Chief Executive Officer is required in advance for foreign travel and for any exceptional claim.
- 6.3 When considering exceptional expenses, the Chief Executive Officer will consider:
- (i) whether the circumstances warranted the exceptional expenses;
 - (ii) whether the Commissioner could have avoided the need for the exceptional expenditure;
 - (iii) whether the Commissioner's performance of her duties will be significantly impaired by a refusal to refund the claim.
- 6.4 The expenses claimed by the Commissioner will be published on the Commissioner's website. The information provided on the site will include:
- (i) the financial year, month and date of the claim;
 - (ii) the type of expense, a short description of the expenditure;

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- (iii) the amount claimed, the amount refunded, any claim that was not refunded and the reason for it not being refunded.

For travel expenses, the information published will identify:

- (iv) the start and end of the journey and the category of journey, when travelling to or from home, the word 'Home' will be used as an identification when published;
- (v) the class of travel or the mileage;
- (vi) the length of hotel stay and the category of stay.