

Briefing for Police and Crime Commissioner

Topic: Travel, Expenses and Leave Policy

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Purpose of briefing

To brief the PCC on the policies of the Police, Crime and Victims' Commissioner in relation to Travel and Expenses, and Annual Leave.

Background

Travel and Expenses claims may be made for the costs of travel and other eligible expenditure undertaken by the Office of the Police Crime & Victims' Commissioner (OPCVC). Expenses are payable in connection with approved official duties.

Overview

Business Travel and Normal Home to Office Mileage points of note

Any official approved journey required for duty or business purposes to carry out the performance of duties for which a person is appointed/employed. All expenses for business journeys should be claimed at the shortest practicable route and will be reimbursed at the HMRC standard rate of 45pence per mile. (Please note journeys less than 10 miles round trip cannot be claimed).

Commute to and from work - No claims will be payable for the cost of the commute to and from the office, during normal working hours (Monday – Friday). When travelling direct from home during normal working hours (Monday – Friday) please subtract home to office miles. For the avoidance of doubt: journeys made on OPCVC business at weekends, commute mileage will not be required to be deducted as this is outside of normal working hours.

All **claims must be supported by receipts** (where applicable). It is a requirement that the reason for journeys both those made by car and public transport should be included within expense claims.

Rail travel - staff are encouraged to make use of the **cheapest appropriate fare** available for the journey depending on the circumstances at that time. 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, and advance purchase of off-peak travel. The office has Oyster cards.

Journeys made as part of the PCVCs 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

Taxi fares - will only be reimbursed when a journey by taxi is necessary because:

No other reasonable method of transport is available for all or part of the journey

Pool Vehicle - Durham Constabulary has an allocation of pool vehicles which staff from the PCVC office have access to. These can be used for all journeys if available and where possible are to be booked in advance.

Hire Car - If there is not a pool car available, then a hire car should be procured through Durham Constabulary's corporate contract for all journeys expected to exceed 70 miles in total.

Air Travel - Where it can be proved that air travel for a business journey is the most cost-effective method of travelling, practical issues and the cost implications must also be considered.

Subsistence and Refreshment Allowance:

The OPCVC may claim for Subsistence expenditure (this is for any reasonable out of pocket expenses including coffee, snacks, Wi-Fi access, meals, this **does not include alcohol**) and for the cost of an overnight hotel stay where they have travelled as part of their PCVC functions, and it would be unreasonable to return to their residence. Hotels are normally booked through the PCVC office administration team.

Expenses will be reimbursed if the expenditure incurred in the course of duty is:

- a) Necessary
- b) Reasonable
- c) Additional to what would have been normally spent
- d) Backed up by a detailed VAT receipts, showing the VAT number and details of what has been purchased. A credit/debit card receipt does not count.
- e) Please note subsistence **for breakfast is £10 and dinner £30**

Leave Policy points of note

Annual leave year runs from 1st January to 31st December – Leave Allocation is set out in contract of employment and is pro-rated depending on start date. On top of this 8 public holidays are allocated in a normal year.

Compassionate leave – Leave may be granted at the discretion of the Chief Executive for compassionate reasons and can be with or without pay. In the case of bereavements, where a member of staff or their partner loses a member of their immediate family, the period of paid leave granted will be a maximum of two weeks.

People to meet

Key individuals only, from the force and from partner organisations, and (if there are any already) dates when the meetings will take place. Add the names of the OPCC contact(s) on this matter (likely to be the author of this document, with others).