



Expenses Policy

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Expenses Policy

1. Policy Statement

As a publicly funded Organisation, Cleveland Police will always ensure that any expenditure as a result of Individuals incurring expenses, whilst undertaking police business, on behalf of the Organisation, is measured against ensuring that value for money (VFM) is attained with regards to expenses paid by the Organisation.

This will support the Force strategy to:



Policing **Cleveland** Together

Individuals should adhere to the Force's [Values and Behaviours](#); these link to the [Code of Ethics](#) which is inclusive, and supports everyone in policing to provide ethical and professional policing services.

The Code of Ethics includes three ethical policing principles:

Courage

Respect and Empathy

Public Service

to support decision making, as well as guidance on ethical and professional behaviour, to ensure everyone in policing is:

‘Doing the right thing, in the right way, for the right reasons.’

Please note: Cleveland Police and the OPCC will be referred to as the “**Organisation**,” and police officers, police staff, special constables and volunteers will be referred to as “**Individuals**” for the purposes of this policy.

2. Scope

This policy applies to police officers, police staff, including those employed by the Office of the Police and Crime Commissioner for Cleveland (OPCC), as well as members of the Special Constabulary and Volunteers.

This policy must be applied fairly, equally, and consistently to all Individuals irrespective of age, disability, gender reassignment, marriage or civil partnership,

pregnancy and maternity, race, religion or belief, sex, sexual orientation, or any other unjustifiable grounds.

3. Purpose

The purpose of this policy and accompanying documents, is to ensure that all Individuals are aware of:

- the expenses they are eligible to submit;
- the maximum levels of remuneration available;
- how to claim eligible expenses via Self Service.

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4. General Information

This section provides general information for submissions.

4.1 Receipts and VAT

The Organisation is able to recover VAT, on business expenses, as long as one of the following is provided:

- An invoice is made out to the Organisation.
- A receipt (bearing the supplier's VAT registration number).

Receipts (including VAT receipts) should, therefore, be requested and submitted to support all business expenses.

All receipts should be placed in the **Expense Claims Receipts envelopes provided**, then forwarded to the Finance Team at St Marks House (SMH).

Please use the envelopes provided, wherever possible, if they are not available you must put your name, collar number and date of claim on an envelope and counter sign this, along with your line manager.

Failure to submit valid receipts could result in the Individual having to meet the expenses themselves.

4.2 Time Limits for Submitting Claims

All claims for expenses should be made within **3 months** of the event to which they relate and within the correct financial year.

Failure to comply with this will lead to delays in payment as additional information will be required and a higher level of authorisation is necessary.

4.3 Record Keeping

All relevant receipts relating to the Expenses policy and procedure will be stored appropriately, in accordance with the principles laid down in data protection legislation.

This will be in line with the Organisation's Information Security and Data Protection Policy (see [Related Policies and Procedures](#)).

5. Travel and Accommodation Bookings

This section confirms information for Individuals who wish to book travel and accommodation.

5.1 General Considerations

Where there is a requirement for travel and accommodation, the following should be adhered to:

- Individuals must ensure that planning of journeys, accommodation, visits, and other travel arrangements are made as far in advance as possible, to ensure that the best value for the journey is obtained.
- Consideration should also be given to the possibility that should plans change or be cancelled, that this may incur an additional cost for the Organisation.
- The Organisation requires all Individuals to consider use of the most cost effective, appropriate, and economic forms of transport and travel at all times.
 - This may include rail, bus, car sharing, hire vehicles, as well as the use of own private motor vehicles.
 - Travel should be by the most reasonable means taking into account; for example, cost, availability of transport, time involved, specific operational need and equipment being carried.

5.2 Requests to Book Travel and Accommodation

All travel and accommodation is booked on behalf of the Organisation via the Service Desk Team.

In cases of emergency, travel may be booked by the Individual requiring the travel. The same considerations, set out in [section 5.1](#), should be taken into account.

To request travel and accommodation, Individuals should use the relevant forms (from [Force templates](#)) below:

- **A05.85** Request for hiring a motor vehicle
- **A05.86** Request for public transport and/or accommodation

The forms must be fully completed and submitted to the Service Desk Team, via the Service Desk portal [here](#), and include:

- Full details of dates and requirements of the travel.
- The appropriate approval for the expenditure (by at least a Chief Inspector Rank or police staff equivalent grade).

The Service Desk Team will make arrangements for the travel and/or accommodation based upon agreed rates sanctioned by the Organisation.

The Individual will be provided with a full breakdown of these costs based on the request.

5.3 Cancellations and Lost Travel Tickets

If travel and/or accommodation is cancelled/no longer required, the Individual must notify the Service Desk Team, as a matter of urgency, via:

- Telephone on [REDACTED] during normal office working hours
- Self service request when outside of normal working office hours

The Individual must provide full details of why the booking is to be cancelled.

Hotel cancellation policies will normally be advised on the booking form, and Individuals should ensure that cancellations are advised, before the stated time, otherwise, charges may be incurred.

Lost or Stolen Rail or Airline Tickets

In these cases, the following will apply:

- Individuals should complete a lost ticket application available from the train or airline provider.
- The Individual is responsible for the value of the lost ticket(s).

The Organisation will not absorb the cost of a lost ticket and/or fees charged, by the train or airline provider, for processing the lost ticket application.

5.4 Rail Travel

All domestic rail travel booked by the Organisation will be made, in accordance with the existing status of Police Regulations and Police Staff Council agreements.

Rail travel should be considered in one or more of the following circumstances:

- It is more cost effective than car hire/personal car usage or air travel.
- It is more operationally efficient than driving/travelling by plane.
- It gets Individuals to their destination quicker than driving/travelling by plane.
- The wellbeing of the Individual travelling (e.g. a physical condition that requires additional space).

Individuals should take into consideration the cost of any particular journey, and the overarching principle of travelling in the most cost effective manner when travelling by rail.

It is emphasised that the earlier tickets are booked, the greater the savings that can be made.

Equally, the type of rail ticket booked: open or closed, is likely to impact on the overall cost and/or cost savings to the Organisation.

5.5 Air Travel

Individuals are expected to use the lowest airfare available and all domestic and international air travel must be by economy/standard class.

Individuals may only use business class in circumstances where one or more of the following applies:

- A physical condition exists that requires additional space.
- There are security considerations.
- Standard/economy class tickets are completely sold out and no alternative flights are available.
- A business class ticket does not cost more than the lowest available standard fare.

Overnight Delays

Where an airline delay necessitates an overnight stay, the Individual must first attempt to secure complimentary accommodation from the airline.

If this is unsuccessful, then the Individual should pay for any additional accommodation and arrange to claim the amount back, through the expenses process.

Upgrades (International Air Travel)

Upgrades are not permitted, unless the upgraded ticket does not exceed the lowest airfare available.

Upgrades are allowed at the Individual's personal expense and must be paid for by the Individual directly, and not charged back to the Organisation.

All upgrades should be approved by:

Cleveland Police
OPCC

Deputy Chief Constable
Chief Executive & Monitoring Officer

They will then be ratified by the Director of Finance and Assets.

5.6 Hire Cars/Vehicles

When a car is on hire to an Individual, the same policies and procedures apply, as if it were a police owned vehicle.

Hire cars must only be utilised when travelling above the mileage mentioned below, to ensure the most cost effective method of travel.

- Casual User 300 miles +
- Essential User 300 miles +
- Fleet Car If available

There may be circumstances where a hire car cannot be used for such travel; this could be due to individual circumstances (e.g. use of own vehicle as an adapted car). In these cases, the nominated travel request must be approved by at least a Chief Inspector/police staff equivalent or above.

The following will apply to all vehicle hiring:

- All hire cars, which are booked by the Organisation, will be under 1,600CC.
- A request for a higher specification vehicle must be via the Hire Car Request Template ([see section 5.2](#)) and will require Head of Business Area approval.
- Hire cars can only be delivered and/or collected from a secure location and cannot be delivered or collected to home addresses.
- Car bookings are covered on the Organisation's insurance policy.
- Any damage to hire cars must be reported direct to the Fleet Team as soon as possible.
- Payment responsibility for damage repair will be determined between Finance and Fleet Services.

Refuelling a Hire Car

Hire cars are usually delivered with a full tank of fuel. Failure to return the hire car with a full tank, will incur charges, which are significantly higher than filling up on a garage forecourt. Therefore, Individuals must **refill the car** before returning it.

This can be through the use of a fuel card, which can be requested via the Service Desk portal or by calling extension [REDACTED].

Where a fuel card is unavailable, the Individual should reclaim the cost through the normal expenses process via Self Service.

Note: A valid proof of a VAT receipt will be required.

5.7 Accommodation Bookings

Accommodation bookings (including bed and breakfast), will be procured by the Service Desk Team, ensuring the most cost effective accommodation is secured.

This approach will be adopted for securing accommodation, both inside and outside of London. The Organisation shall ensure that the minimum level of accommodation booked for Individuals includes a single occupancy room with use of bathroom en-suite facilities.

If the overnight accommodation booked includes meals (e.g. evening and breakfast), then an Individual cannot claim expenses for these items.

If the accommodation booked does not include meals, then an Individual should make an appropriate claim in line with [section 6.1](#) of the policy.

Alcohol and service charges (tips) cannot be claimed for under any circumstances.

Other Considerations

There may be times where an Individual is invited to a **special occasion** on behalf of their work for the Organisation e.g. the King's Garden Party.

If the booking of overnight accommodation is required, and the Individual wishes to take their partner, the Organisation will consider booking an appropriate room. This will be on the provision, that the Individual pays any difference between the single and double occupancy for that accommodation.

Approval for the above must be sought from:

- **Cleveland Police** The Head of the Command/Business Area
- **OPCC** Chief Finance Officer

Service Desk will normally advise the Individual of any amount required to be paid. The below process should then be followed:

- The Individual emails [REDACTED] to confirm that a payment is to be made, with the confirmation of the amount (as per the agreement with the Service Desk).
- Treasury Team will then confirm the bank details, for the payment to be made, and record the amount and Individual's details, to ensure that the payment is correctly allocated.
- Individual makes the relevant payment, in accordance with the agreement made with the Service Desk Team, quoting the cost centre for the payment to be allocated.

6. Expense Claims and Allowances

This section provides information on expense claims and allowances.

6.1 Meal Claims and Allowances

All claims for a meal expense should be submitted via Self Service [here](#). An individual can make a claim provided that the claim is:

- Reasonable
- Necessary
- Additional to what the Individual would otherwise have incurred

Claims must include a valid VAT receipt of purchase

It is for line managers to determine, what is deemed as a reasonable claim for either breakfast, lunch, or an evening meal.

Alcohol and service charges (tips) cannot be claimed for, under any circumstance.

The below information is specific to the Individual groups based on Police Regulations, Special Constabulary Regulations and Police Staff Council agreements.

Police Officers

Individuals are required to provide themselves with meals and refreshments, at their own expense.

There are occasions where an Individual may claim a meal purchase, but this must be with a valid VAT receipt of purchase and must be reasonable. The circumstances include when an individual is:

- Necessarily prevented, in the course of a tour of duty, from obtaining a meal in the usual way. Individuals can be reimbursed the difference between the meal obtained, and the meal they usually take in that tour of duty.
- Retained on duty, beyond their normal daily period of duty. Individuals can be reimbursed the cost of any meal necessarily obtained.

Please Note: The usual place of duty is the police establishment in which the individual is stationed.

The Organisation recognises that, where an Individual is undertaking a police surveillance or observation operation, it may not always be possible to obtain a receipt. In these circumstances only, a meal claim without receipts may be supported.

Special Constables

Individuals are considered to work a normal period of duty, which equates to 4 hours (as per working time directive) and there is no requirement on the Organisation to provide a break.

There are occasions where an Individual may claim a meal purchase, but this must be with a valid VAT receipt of purchase and must be reasonable. The circumstances include when an Individual is:

- Retained on duty, for more than the 5 hours, providing that they require a meal within the time retained. Individuals can be reimbursed the cost of a meal necessarily obtained.

Police Staff

Individuals are expected to provide themselves with meals and refreshments, at their own expense, during their normal working shift.

A provision is made to reimburse Individuals, for meal expenditure incurred when they are retained on duty by more than **2 hours** beyond their normal duty period.

The payment eligible for a meal, as a result of **unplanned** overtime, must be submitted and considered as described in this policy.

6.2 Hospitality and Entertaining of Guests

Please refer to the Cleveland Police policy on Gifts, Gratuities and Hospitality for further information and guidance (see [Related Policies and Procedures](#)).

6.3 Relocation Expenses

Please refer to the Relocations Assistance Policy for information on eligibility and allowances due to relocation.

Please see [Related Policies and Procedures](#).

6.4 Travel Expenses and Charges

Taxis

The Organisation will only reimburse an Individual for business use of taxis where the use of a taxi outweighs the use of other modes of public transport. This is where:

- The location of the place of destination is inaccessible through public transport.
- It is more cost effective to use a taxi.
- Where a taxi is used for several people and the cost of the taxi is lower than the combined sum of individual tube/metro/bus tickets.
- From a personal safety/wellbeing perspective where it is preferable to use a taxi.

Congestion Charges and Tolls

The Organisation will reimburse an Individual for the cost of congestion charges and tolls where the Individual had to incur these solely for business purposes.

Individuals are personally responsible for ensuring that such charges are paid on a timely basis.

The Organisation will not reimburse Individuals for penalty charges arising from delays in payment or failure to pay such charges.

Claims should be made through the normal expense claims process, through the Self Service system and will require the following on the submission:

- A receipt, or proof of payment, where available.
- Location and time that the charge was incurred, in the expenses line description.

Car Parking Charges

Reimbursement of car parking related costs will be granted, where the Individual has incurred these for business purposes.

Receipts should be submitted as part of the claim. There may be circumstances where receipts are not dispensed, such as:

- When using older style mechanical parking meters
- More modern digital payment methods

Individuals must specify the **location and time** that the charge was incurred, in the expenses line description on Oracle Self Service.

Driving Penalty Charges

The Organisation will **not** reimburse the cost of any penalty charges incurred e.g. driving/parking offences, or failing to pay any congestion charges in central London etc.

London Transport – Oyster Card Claims

Individuals who travel to London, on a regular basis e.g. Chief Officers, Staff Officers and others who attend national working groups, should consider purchasing an Oyster card.

An Oyster Card is not issued to an Individual and so can be transferred between people.

The cost for the card and subsequent top ups can be claimed through Self Service as an expense and must be submitted with receipts.

6.5 Eye Test Expenses

This section provides information on the different types of eye test expenses that may be claimed.

Visual Display Unit (VDU) Eye Tests

Individuals who are required to use a VDU, on a regular basis, for at least 50% of their working day, are entitled to a free eye test.

The following applies:

- This should take place every two years.
- The full cost of the eye test will be reimbursed by the Organisation.
- The eye test should be paid for by the individual in the first instance, then a claim submitted to reimburse the costs, through Oracle.
- All documentation should be retained and submitted with the receipts.

The cost of the test will be reimbursed through payroll.

Authorised Firearms Officers – Eye Test

Authorised firearms officers and those who are taser trained, will have their eyesight assessed, by the Occupational Health Team on an annual basis.

Where necessary, officers will then be referred to an optician for an eye test, where the eyesight fee can be reclaimed through the expenses process (as with VDU eye tests above).

Police Drivers (Officers and Staff)

For Individuals who are required to drive a police vehicle, on a regular basis as part of their role, the following will apply:

- **Basic drivers** are required to meet the minimum DVSA eyesight standard, and this test is conducted by the Driver Training Team.
- **Response/advanced drivers** are subject to eyesight screening normally every **five years** and in the event of failing this, the Individual will be advised to see an optician for an eye test. In such cases, the eye test fee can be reclaimed through the expenses process (as with the VDU eye test above).

6.6 Spectacle and Contact Lenses Expenses

This section provides information on the amount of expenses that may be reclaimed for spectacles or contact lenses.

VDU Usage

Where an optician has deemed that glasses are required as a result of exposure to a VDU, for more than 50% of an Individual's working time, the following will apply:

- Individuals are eligible to claim for spectacles or contact lenses once every **two years**.
- The optician's written confirmation that the prescription is required for VDU use. This **must** be submitted with the claim.
- The payments that Individuals can claim is:
 - **Spectacles** Up to a maximum of **£55**

- **Contact Lenses** Up to a maximum of **£55**
- The Individual should purchase the spectacles or contact lenses themselves, then reclaim, up to the maximum amounts, via an expenses claim.
- A valid VAT receipt **must** be submitted, with each claim.
- Any costs will be reimbursed through Payroll.

Please Note: Failure to provide all the required documentation, may lead to a payment not being processed.

Operational Policing Purposes

In accordance with Police Regulations, police officers must have Home Office approved safety (not VDU) spectacles, when being required to work front line operational duties.

In order to ensure parity across the Organisation, those members of the Special Constabulary and police staff, when being required to work front line operational duties, are eligible to claim for approved safety spectacles.

Prior to any claim, approval must be sought, from a member of the Command/Business Area Senior Management Team, to confirm that the role is front line operational. Once approved, the following will apply:

- The Individual should attend an optician who supplies police approved spectacles (these must be polycarbonate and scratch resistant).
- The payments that Individuals can claim is:
 - **Spectacles** Up to maximum of £75
 - **Contact Lenses** Up to maximum of £55
 - **Varifocals** Up to maximum of £150
- The Individual should purchase the spectacles or contact lenses themselves, then reclaim, up to the maximum amounts, via an expenses claim.
- A valid VAT receipt must be submitted, with each claim.
- Any costs will be reimbursed through payroll.

If spectacle frames or lenses are damaged, in the course of operational duty, the Organisation will contribute to the repair or replacement as below:

- Repair maximum of £30
- Replace maximum of £40
(where unable to repair)

Any claims should be submitted via the normal expense claims process with valid receipts and details of damage etc.

Officers on Secondment to National Police Air Service (NPAS)

Officers who are on secondment to NPAS should note that they are subject to claim limits, as determined by West Yorkshire Police, and should refer to the relevant [West Yorkshire policy](#) for further information.

Other Eye Tests and Spectacles

Where an Individual needs a visual stress eyesight test (linked to dyslexia assessments), the Organisation will pay the costs of that test.

This will be paid directly, and the Individual does not have to claim via expenses.

There may be occasions where Individuals who have had a full and appropriate dyslexia assessment, require reasonable adjustments, such as coloured spectacle lenses or overlays.

In these cases, Individuals should refer to the Wellbeing Team and/or access to work, to discuss the reasonable adjustments, and ensure that the information is included in the adjustments documentation.

Individuals who have already been diagnosed and such lenses and overlays have already been previously prescribed, may claim for new lenses and overlays in the same way as others claiming for VDU glasses.

6.7 Medical Charges

In line with Police Regulations, officers can make a claim for medical expenses, under Section 77, 78 and 79 of the NHS Act - relating to charges for dental treatment, certain drugs, medicines, and appliances.

Police Regulations state the below requirements, for claims to be made:

The charges are incurred by reason of an injury received, without their default, in the execution of their duty as a Constable.

Please Note: For the purposes of the application for Regulation 35, 'injury' and 'injury received in the execution of duty' have the same meanings as they have in police pensions.

In order to make a claim, police officers must:

- Follow the normal expense claims process on Self Service.
- Clearly provide, in the appropriate drop down box, details of the reason for the claim.
- Send receipts to the Finance Team at St Marks House in the appropriate envelope.

Physiotherapy Charges

The Organisation has a contracted physiotherapy service, which can be accessed through a management referral process (Wellbeing).

Self funded physiotherapy claims cannot be reclaimed.

6.8 Residential Training Courses Allowances (Police Officers Only)

In accordance with [PNB circular 05/07](#), Police officers on residential training are eligible to apply for incidental allowances.

The payment of the residential course allowance is only to be paid for residential courses, conference, or seminars. It specifically does not apply to those away on enquiries.

This allowance covers costs such as private telephone calls, etc.; therefore, a reimbursement of Individual costs cannot be claimed in such cases as it is covered by the allowance.

The current rates, which can be claimed by police officers via Oracle Self Service, are **£4.43 per night** up to a **maximum of £17.77**.

The exception to this is where an officer stays the night before the course starts. This would allow a maximum payment of £22.15.

6.9 Away from Home Overnight Allowances

These allowances are determined by Police Regulations for police officers, and Police Staff Council agreements for police staff.

Police Officers

An officer within federated ranks is paid an allowance of **£50**, in respect of every night, on which they are held in 'reserve', known as an away from home overnight allowance.

A member is held in reserve if they are serving away from their normal place of duty and is required to stay in a particular, specified place, rather than being allowed to return home, by reason of the need to be ready for immediate deployment.

An officer is **not** held 'in reserve' when they are serving away from the normal place of duty for reason of being on a training course or carrying out routine enquiries.

Please Note: For the purposes of this paragraph, "routine enquiries" means activity which forms part of the officer's role or normal duties, where due to the nature of that role or duty, or due to the distance from the home station, the officer is unable to return home.

It is for the Chief Officer to determine an officer's role or normal duties, including whether there is an expectation within that role or those duties that the officer is to travel or to work away from home.

Police Officers Hardship Allowance

A payment of a hardship allowance of £30 per night is paid, if 'proper accommodation' is not provided to an officer who is 'held in reserve'.

The definition of 'proper accommodation' is a single occupancy room with use of en-suite bathroom facilities.

Officers away from home should be paid in accordance with the Police Regulation determinations for the hours they work, including where applicable overtime and travelling time.

Officers on mutual aid will be provided with relevant information to claim for expenses, as part of their instructions (normally via email), which will include any relevant budget codes and the process for claiming any expenses etc.

All other officers should check in advance if they will qualify for the payment.

Police Staff

Police staff will be paid an allowance of £50, to be known as the 'Away from Home Overnight Allowance', in respect of every night they are away from their normal place of work and required to stay away overnight rather than being able to return home.

Staff will not receive the overnight allowance if they are on a training course, attending a meeting or conference, or carrying out any activity that forms part of their role or normal work.

This allowance shall only be paid if agreed in advance of the overnight absence.

7. Business Travel Expenses

This section provides information for casual and essential car users, along with mileage allowances and claims for business travel.

7.1 Private Vehicle Registrations and Insurance Business Use

In order to submit a claim for mileage expenses, Individuals must:

- Register their private vehicle on the Self Service portal.
- Ensure that their car insurance covers for travel across the Organisation – this should be confirmed with the Individual's insurance company.
- Provide a copy of their car insurance policy to their line manager, including any proof, that they are covered for travel across the Organisation (e.g.

insurance covers for business use or confirmation from insurance company that their insurance covers for travel across the Organisation).

Line managers must check the insurance documents to confirm that it covers for business travel.

This process should be completed annually in line with the start of the insurance cover.

7.2 Business Journeys

A business journey can begin from, or end at an Individual's home, as long as it is a journey to a temporary place of work and not to an Individual's normal place of work.

In these instances, the normal work to home or home to work mileage should be deducted from any claim and submitted via Self Service.

Mileage claims for those individuals who are called out etc. are always taxable and should be submitted via Oracle Self Service.

The Organisation cannot be held liable for accidents or damages to private vehicles used for business purposes

7.3 Casual Car Users (CCU)

A casual car user (CCU) is an Individual for whom it is merely desirable that a car should be available when required.

Where an Individual's role has been designated by the Organisation, as a casual car user, they will be entitled to:

- Claim a mileage allowance, in respect of each business miles that they drive.
- At the casual car user rates.

The normal expense submission requirements apply, such as VAT receipts.

For details of the mileage rates, please see the table in [section 7.5](#)

7.4 Essential Car Users (ECU)

An essential car user (ECU) is an individual for whom it is deemed essential that they have a car at their disposal whenever required to be used for business purposes.

It is imperative that all individuals claiming essential or casual mileage must be insured for business use, not just commuting to their place of work.

Individuals in roles, designated by the Organisation, as eligible for an ECU allowance, are entitled to:

- A lump sum paid monthly (in the tax year, monitored by the Payroll Team, to ensure that appropriate Individuals receive the allowance).
- To claim a mileage allowance in respect of each business mile that they drive at the essential user mileage rate.

The normal expense submission requirements apply, such as VAT receipts.

For details of the mileage rates, please see the table in [section 7.5](#)

The Organisation reviews the roles eligible for the payment of essential car user allowance on a regular basis. The roles are determined due to the nature of the role and the majority of roles are due to the being part of an 'on call rota,' once any necessary appropriate training has taken place.

This recognises that those who are placed on call have significant restrictions placed upon them and the fact that alternative travel methods may not be suitable or available, or the fact that the post holder is required to travel extensively across more than one force area.

Those in receipt of the allowance:

- Must record their vehicle insurance information in the Oracle system, ensuring that they review and revise this each year when their insurance policy is renewed.
- By receiving the payment of money **agreeing** that they are willing to carry passengers, for the purpose of their duties performed (this will be recorded by the Organisation).

If there is a need for temporary or acting cover into a role carrying ECU allowance, this then the allowance will not be payable unless the Individual undertaking the cover is fulfilling the whole role including any on call requirements.

Details of the roles that are awarded ECU allowances can be located in the accompanying documents for this policy (see [Accompanying Documents](#)).

7.5 Mileage Rates

Any claims for mileage allowances for both casual and essential car users must be submitted in line with the expenses process, via Oracle and must include a VAT receipt.

Payments will be made via Payroll, together with the Individual's salary.

There are different rates of payment for officers and staff, and these are nationally laid down.

Special Constables and Volunteer's Mileage Rates

Special Constables and Volunteers will be paid:

- A flat rate of 40.9 pence per mile

Police Officer's Motor Vehicle Allowances

Allowances are aligned to the HMRC recommended rates of payment; the table below shows the current rates:

Essential Car Users Rates			
	451-999cc	1000-1199cc	1200cc or above
Lump sum per annum	£846	£963	£1239
Amount per mile first 10,000 miles	45p	45p	45p
Amount per mile after 10,000 miles	25p	25p	25p

Casual Car Users Rates			
	451-999cc	1000-1199cc	1200cc or above
Amount per mile first 10,000 miles	45p	45p	45p
Amount per mile after 10,000 miles	25p	25p	25p

Police Officer's Motorcycle Allowance

The rate below is for use of a motorcycle for all Individuals (essential or casual):

- 24p per mile

Police Staff Motor Vehicle Allowances

The allowances below are in line with Police Staff Council National Handbook agreements.

Essential Car Users Rates			
	451-999cc	1000-1199cc	1200cc or above
Lump sum per annum	£846	£963	£1239
Amount per mile first 8,500 miles	36.9p	40.9p	45p
Amount per mile after 8,500 miles	13.7p	14.4p	16.4p

Casual car user allowances are aligned to the HMRC recommended rates of payment, the table below shows the current rates:

Casual Car Users Rates			
	451-999cc	1000-1199cc	1200cc or above
Amount per mile first 10,000 miles	45p	45p	45p
Amount per mile after 10,000 miles	25p	25p	25p

Police Staff Motorcycle and Bicycle Allowances

The rates below are the same for essential and casual users for motorcycle and bicycles.

Motorcycle per mile	24p
Bicycle per mile	20p

7.6 Additional Travelling Expenditure (Police Staff Only)

Police staff may be entitled to additional travelling expenses where the following applies:

- The Individual has been relocated to another work location on a permanent basis, due to organisational change.
- The travel difference between the old and new work location is greater than previously (e.g. the new work location is 2 miles further travel than the old location).

In these circumstances, the Individual will be able to claim a mileage rate for a period of 12 consecutive calendar months.

Mileage claims must only be made:

- On the days where the individual is travelling to the new work location.
- Within the agreed 12 calendar months.
- Based on number of miles difference in the mileage, between the old and new work location.
- At the locally agreed rate – which is currently 45p per mile.
- As per the normal expense claim process through the Oracle Self Service.

Please note: This rate of payment will also apply to those Individuals who use public transport to get to work.

7.7 Home to Work Mileage Claims

This section confirms when a mileage allowance may be claimed.

Police Staff

The provisions of the national handbook will be followed as below:

- Normal commuting mileage will only be deducted for journeys, which follow substantially the same route to or from the employee's home and the normal place of work. Under these circumstances, the normal daily commuting mileage should be deducted from the total mileage claim. All mileage over and above the normal daily commuting mileage will be eligible for mileage allowance.
- Staff are eligible to claim for all and any mileage incurred when undertaking journeys, which do not involve them taking substantially the same route to and from work (e.g. the location is the opposite direction to that of their normal work location).

Police Officers

Mileage claims are aligned to Police Regulation 34 Annex U (amended in June 2020). A copy of the documentation, in relation to these changes is provided within the [Accompanying Documents](#) for this policy. All mileage claims must be claimed via the Oracle system, following the normal expenses claim process, and must include receipts (see [section 4.1](#))

The following examples are illustrative of how the mileage claims may work.

Motor Vehicle Mileage Allowance Examples				
Journey Example	Number of Miles (journey)	Entitled to Claim	Mileage Claimed	Reason
Normal Commute to work	Any	No	0	Not entitled to claim for normal commute
Covering a shift on a rest day that is being reallocated	Any	No	0	Not entitled to claim for normal commute
Travel home to alternative place of work and then back to normal place of work	Home to alternative 20 miles Alternative to work 22 mile	Yes	42 miles	Over 10 additional miles can claim for both journeys
Travel from workplace to alternative place and then alternative place to home	Workplace to alternative 15 miles Alternative to home 19 miles	Yes	34 miles or 30 miles	34 miles - if return home not past workplace or 30 miles - If pass workplace on return home

Travel from home to alternative place of work and home again (will be on normal route to work)	Less than 10 additional miles	No	0	Not entitled as not over 10 additional miles
	22 miles there and back total 44 miles (20 are part of normal commute)	Yes	24 miles	Cannot claim normal route miles but can claim balance, additional 12 miles each way
Travel from home to alternative place of work and home again (not normal route to work)	22 miles there and back total 44 miles	Yes	44 miles	As this is not on normal route to work can claim full 44 miles

8. Related policies and procedures

Please see the Force Policy SharePoint page [here](#) for related policy and procedure, including:

Policies

- Equality, Diversity & Inclusion Policy
- Relocation Assistance Policy
- Police Staff Council Handbook (National and Local)
- Information Management and Data Protection Policy
- Gifts, Gratuities and Hospitality Guidance

Procedures

- Redeployment Procedure (Police Staff)

Legislation

- [Police Regulations 2003](#)

9. Accompanying Documents

The following accompanying documents for the Expenses Policy, can be located on the HR SharePoint site in the Rewarding You section under Expenses Policy [here](#).

Accompanying Documents	Description
EAD001	Roles Awarded Essential Car User Allowance
EAD002	Memorandum Payment of Motor Vehicle Travel Allowance

10. Compliance and Monitoring

The Head of HR is responsible for the accuracy and integrity of this document. This policy will be continuously monitored, and updated when appropriate, to ensure full compliance with legislation.

The Head of HR will review this process to ensure that all aspects are being adhered to in accordance with the framework of this policy.

11. Version Control

This policy will be reviewed and updated at least every three years by the owner, and more frequently if necessary.

The Corporate Services Department will ensure this document is available on the Cleveland Police intranet, including any interim updates.

The following identifies all version changes.

Version	Date	Reason for update	Author
1.0	15.01.15	Policy approved at Management Board with a further amendment	████████
1.1	01.10.15	New policy – Republished	████████
1.2	08.10.15	Slight amendments in line with DHHR, also removal of Essential car user Appendix.	████████
1.3	13.02.18	Changes to essential car user section, renumbering of other sections, inclusion of medical charges, amendment to eyesight tests	████████

1.4	08.06.18	Change to roles eligible for essential car user allowance (officers) – following annual review	████████
1.5	09.04.19	Amendment to policy to reflect COG decision re mileage limit for personal vehicle journeys and also 3 x pool cars for CSH	████████
1.6	10.05.19	Additional information provided in overnight allowance section	████████
1.7	03.07.19	Annual review of roles to which essential car user allowance is paid – removal of IOM officers and addition of Intervention Manager	████████
1.8	22.10.19	Amendment to para 3.7 to include Zero Hours staff	████████
1.9	14.01.2020	Amendment to include an additional role in list of approved essential car user (police staff	████████
2.0	Feb 2020	Change of owner dept. name	████████
2.1	Apr 2020	Addition of COVID 19 message	████████
2.2	Aug 2020	Change to police staff roles entitled to received essential car user allowance after annual review / slight change in wording for chief inspector's essential car user allowance to state part of a formal on-call rota	████████
2.3	Oct 2020	Section 3.5.1 amended to include Dog handlers, NERSOU and POLSA from 15.10.2020 and 3.7 re glasses and visual stress eyesight test.	████████
2.4	Jan 2021	Section 3.5.1 updated to reflect changes in the latest NPCC pay and reward bulletin: in particular, recording car insurance details on oracle and carrying passengers.	████████
2.5	June 2021	Section 3.5.1 Additions to the police officer / police staff roles	████████
2.6	August 2021	Section 3.5.1 changes to the police officer/ staff roles able to claim essential car user allowance and section 3.10 medical expenses - clarification	████████
2.7	August 2021	Amended examples in Section 3.11 for summary review	████████

2.8	February 2022	Amended Police Staff mileage process following circular 118 revised re change	████████
2.9	September 2022	Following agreement changed section 3.3.1 car hire minimum mileage to 300+ miles.	████████
2.10	Jan 2023	Extension of review date as agreed at Nov 22 P & W and Dec 22 EMB	██████████
2.11	November 2024	Review of policy. Updates to special constables allowance as per Specials regulations. Reformatting for ease of use.	████████ ██████████