



Expenses Policy

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Important notice: During times of national emergency or pandemic, the head of HR will approve relevant and necessary changes to policy and process to allow the spirit of the policy to be maintained whilst caring for and supporting our people.

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 policy applies to Police Officers, Police Staff (including those police staff employed by the Police and Crime Commissioner for Cleveland), 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.

2. Purpose

The purpose of this policy and procedure document is to ensure that all Police Officers, Police Staff, and members of the Special Constabulary are aware of:

- 1) the expenses they are eligible to submit;
- 2) the maximum levels of remuneration available; and
- 3) how to claim eligible expenses via Oracle Self Service.

The expense type(s) covered in this document cover the most commonly claimed by individuals within Cleveland Police. A list of the most commonly claimed allowances available to individuals can be found in section 3.9 of this document. A full list of allowances can be found in Police Regulations (for Police Officers) and the Police Staff Council (PSC) Handbook (for Police Staff). If an expense is not covered in this document individuals are advised to contact the Service Desk (via the portal or extension 1234) who will deal with the enquiry accordingly.

3. Underpinning procedures

3.1 Meals

In order to claim a meal expense a valid receipt of purchase including a VAT receipt must be submitted as part of an individual's claim. All claims for a meal expense should be made via the expenses module within Oracle Self Service. An individual can make a claim via Oracle provided that the claim is:

- Reasonable;
- Backed by a valid receipt;
- Necessary;
- Additional to what the employee would otherwise have incurred.

It is for supervision to determine what is deemed reasonable claim for either breakfast, lunch, or an evening meal.

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

3.1.1 Police Officers

Police Officers are required to provide themselves with meals and refreshments at their own expense at their usual place of duty. When a police officer is necessarily prevented in the course of a tour of duty from obtaining a meal in the usual way, the officer shall be reimbursed the difference between the meal obtained and the meal the officer usually takes in the course of that tour of duty, provided that the additional expenditure is reasonable and backed by a receipt.

An officer, who is retained on duty beyond their normal daily period of duty, shall be reimbursed the cost of any meal the officer then necessarily obtains provided that the expenditure is reasonable and backed by a receipt.

For the purposes of section 3.1.1 the usual place of duty is the police establishment in which the officer is stationed.

Cleveland Police recognises that it will not always be possible to produce a receipt(s) as a result of a police surveillance / observation operation. In these circumstances only, a meal claim without receipts may be supported.

3.1.2 Police Staff

Police Staff are expected to provide themselves with meals and refreshments at their own expense during their normal shift.

A provision is made to reimburse police staff for meal expenditure incurred when the individual is retained on duty by more than 2 hours beyond their normal duty period. The payment eligible for police staff for a meal as a result of **unplanned** overtime must be submitted and considered in accordance with section 3.1 (see above) of the policy.

3.1.3 Special Constabulary

As Specials are considered to work a normal period of duty which equates to 4 hours (as per Working Time Directive) there is no requirement on the organisation to provide a break.

If a Special is retained on duty for more than the 5 hours, providing that a Special requires a meal for the time retained on duty, an allowance should be claimed in line with the below:

Unplanned Overtime meal payment for Special Constables

- Over 4 hours but not exceeding 8 hours: up to £7.23 (Taxable) with a valid receipt;
- Over 8 hours but not exceeding 12 hours: up to £13.94 (Taxable) with a valid receipt;
- Over 12 hours: up to £22.96 (Taxable) with a valid receipt.

3.2 Hospitality / Entertaining of Guests

Please refer to the Cleveland Police policy on Gifts, Gratuities and Hospitality for further information and guidance.

3.3 Travel and Accommodation

All individuals must make sure that all reasonable attempts are made to plan a journey, accommodation, visits, and other arrangements, as far in advance as is possible. This is to allow those charged with making the travel arrangements to obtain the best value for the journey etc. Individuals should bear in mind, however, the possibility that should plans change or be cancelled this may incur an additional cost for the organisation.

Cleveland Police requires all individuals to use the most cost effective form of transport. When undertaking a journey individuals should consider the most appropriate and economic forms of travel at all times including rail, bus, car sharing, and hire vehicles, as well as the use of your private motor vehicle. Travel should be by the most reasonable means taking into account, for example cost, availability of transport, time involved, and equipment being carried.

Except in case of urgency, all travel (rail, air, hire car etc.) and accommodation shall be booked by the Service Desk team on behalf of Cleveland Police based at St Marks House (SMH). Individuals should follow instructions on the request forms and confirm to the Service Desk team the full details of their dates and requirements using force template **A05.86**.

Force template **A05.85** should be used for hiring a motor vehicle.

The Service Desk team will return to the individual(s) a full breakdown of travel and accommodation costs, based upon agreed rates sanctioned by Cleveland Police. The necessary approval for the expenditure being provided by an officer of at least Chief Inspector Rank or by a police staff equivalent grade.

3.3.1 Travel

Rail Travel

Rail travel should be used when either:

- It is more cost effective than car hire / personal car usage or air travel; or
- It is more operationally efficient than driving / travelling by plane; or
- It gets you to your destination quicker than driving / travelling by plane; or
- A physical condition exists that requires additional space.

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. Notwithstanding eligibility for specific classes of travel, all officers and staff 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. Only where specific operational need is met, should there be a deviation from the presumption that most cost effective is to be chosen.

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 / cost saving to the organisation.

Cancellations

If travel is cancelled and the rail journey is no longer required, the traveller must notify the Service Desk on (01642 301234) as a matter of urgency.

Lost or Stolen Tickets

Travellers should complete a lost ticket application available from the train provider. The traveller is responsible for the value of the lost ticket(s). Cleveland Police will NOT absorb the cost of a lost ticket including fees charged by the train provider for processing the lost ticket application following receipt by the traveller.

Air Travel

All domestic air travel must be by Economy / Standard class. Individuals are expected to use the lowest airfare available. Business class is only acceptable when it does not cost more than the lowest available standard fare.

Staff may use Business class when either:

- A physical condition exists that requires additional space; or
- A Standard / Economy class is completely sold out and no alternative flights are available; or
- There are security considerations.

Overnight Delays

Should an airline delay necessitate an overnight stay, the traveller must first attempt to secure complimentary accommodation from the airline. If unsuccessful, the traveller themselves should pay for any additional accommodation and claim back through expenses via Oracle Self Service.

Lost or Stolen Tickets

Travellers should complete a lost ticket application available from the airline. The traveller is responsible for the value of the lost ticket(s). Cleveland Police will NOT absorb the cost of a lost ticket including fees charged by the airline for processing the lost ticket application following receipt by the traveller.

Cancellations

If a trip is cancelled after the ticket has been issued, the traveller should enquire with the Service Desk (01642 301234) about using the same ticket for future travel.

International Air Travel

International air travel will be booked in line with the same criteria for domestic air travel (see above). Upgrades to international air travel are not permitted unless the ticket does not exceed the lowest airfare. Upgrades are allowed at the traveller's personal expense but these should be paid for by the traveller directly and not charged to Cleveland Police. All upgrades should be approved by the Deputy Chief Constable (Chief of Staff for OPCC Cleveland) and ratified by the Chief Finance Officer (Chief Constable / Police and Crime Commissioner).

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

Hire Car

All vehicles booked by the organisation will be under 1,600CC. A request for a higher specification vehicle must be made on force template **A05.85** which will require Head of Command / Business Area approval.

When a car is on hire to Cleveland Police the same policies and procedures apply as if it were a police owned vehicle. Vehicles can only be delivered and / or collected from a secure location and cannot be delivered or collected to home addresses.

Hire cars must 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

In circumstances where a hire car can not be used for such travel then this should be approved by at least Chief Inspector or above.

Hire vehicles are usually delivered with a full tank of fuel. Failure to return it with a full tank incurs charges significantly higher than filling up on a garage forecourt. Therefore hirers are required to **refill the car** before returning it through the use of a fuel card (fuel card can be requested via Service Desk portal or extension 1234). If a fuel card is unavailable then the individual should reclaim the cost (with proof of a VAT receipt) through the Oracle expenses reimbursement process.

All vehicle bookings are covered on Cleveland Police insurance. Any damage occurring to vehicles must be reported direct to the Fleet as soon as possible. Payment responsibility for damage repair will be determined between Finance and Fleet Services.

3.3.2 Accommodation

Accommodation (including bed and breakfast) booked by Cleveland Police shall be procured by Business Services ensuring that the most cost effective accommodation is secured in order to ensure value for money for the organisation. 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 falls within the criteria set within Winsor for police officers: 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 3.1 of the policy.

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

Cancellations

If hotel accommodation is cancelled after a booking has been completed, the traveller should contact the Service Desk (01642 301234), as a matter of urgency, with full details of why this booking is to be cancelled. The hotel cancellation policy will be advised on the booking form. Please ensure cancellations are advised before the stated time, otherwise cancellation charges will be incurred.

Other considerations

Where an individual is invited to a **special occasion** on behalf of their work for the organisation e.g. the Queen's Garden Party, and the individual requires the booking of overnight accommodation, where the individual wishes to take their partner, the organisation **may** consider booking a double room, on the provision that the individual who works for Cleveland Police pays the difference between the single and double rate occupancy for that accommodation.

Approval for the above must be sought from the Head of Command and / or Service Unit Manager (for the OPCC Cleveland – Chief Finance Officer). Payment should be made after liaising with the treasury finance team in headquarters to determine the best method of payment for the above difference, and submitted in accordance with the agreement made the Service Desk team (via the portal or extension 1234) will need to receive the relevant approval(s). Individuals will need to quote their cost centre for the payment to be allocated.

3.3.3 Taxis

Cleveland Police 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 combined sum of individual tube / metro / bus tickets;
- From a personal safety perspective it is preferable to use a taxi.

3.3.4 Congestion Charges and Tolls

Cleveland Police will reimburse an individual for the cost of congestion charges and tolls where the individual had to incur these solely for business purposes. An individual is personally responsible for ensuring that such charges are paid on a timely basis. Cleveland Police will not reimburse an individual for penalty charges arising from delays in payment or failure to pay such charges. A receipt, or proof of payment, where available is required and the individual should specify the location and time that the charge was incurred in the expenses line description on Oracle Self Service.

3.3.5 Car Parking

An individual can claim reimbursement of car parking related costs where the individual has incurred these for business purposes. Receipts should be provided for all such claims. Where older style mechanical parking meters that do not dispense receipts or the more modern electronic equivalent are used, the individual should specify the location and time that the charge was incurred in the expenses line description on Oracle Self Service.

3.3.6 Penalty Charges

Cleveland Police will not reimburse the cost of any penalty charges e.g. driving / parking offences or failing to pay the congestion charge in central London etc.

3.3.7 Regular visits to London

Those Staff who travel to London on a regular basis e.g. Chief Officers, Staff Officers, and other Staff who attend national working groups should consider purchasing an Oyster Card. An Oyster Card is not issued to an individual so can therefore be transferred between people. The cost for the card and subsequent top ups can be claimed through Oracle Self Service as an expense.

3.4 Residential Training Courses

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 outlined below:

Per night: £4:43 (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.

Police Staff are not eligible for the above allowance.

3.5 Business Travel

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 Oracle Self Service.

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

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.

Cleveland Police cannot be held liable for accidents or damages to private vehicles used for business purposes.

3.5.1 Police Officers and Police Staff – mileage rates

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

Police officers Motor Vehicle Allowances

	451-999cc	1000-1199cc	1200cc+
Essential Users			
Lump sum per annum	£846	£963	£1239
Per mile – first 10,000 miles	45p	45p	45p
Per mile – after 10,000 miles	25p	25p	25p

Casual Users			
Per mile – first 10,000 miles	45p	45p	45p
Per mile – after 10,000 miles	25p	25p	25p

The allowances payable to police officers were in 2016 changed to the above with effect from 01.09.16 and were aligned nationally to HMRC recommended rates of payment – the 2016 Police Remuneration Review Body accepted this change.

Police officers – Motorcycle Allowance

The rate for use of a Motorcycle for all individuals (essential or casual) is 24.0 pence per mile.

Police staff – Motor vehicle allowances

	451-999cc	1000-1199cc	1200cc+
Essential Users			
Lump sum per annum	£846	£963	£1239
Per mile – first 8,500 miles	36.9p	40.9p	45p
Per mile – after 8,500 miles	13.7p	14.4p	16.4p

Casual Users			
Per mile – first 10,000 miles	45p	45p	45p
Per mile – after 10,000 miles	25p	25p	25p

The amended national PSC handbook operational from the 1st April 2017 did not adopt the HMRIC figure of 10,000 miles for essential car user allowance and retained the previous figure of 8,500 miles

Police Staff – Motorcycle allowance

24p per mile @ 11.02.18

Police staff – cycle allowance

20p per mile @ 11.02.18

Essential Car users (ECU)

An essential car user (ECU) is an individual for whom it is deemed essential that he or she has a car at his or her disposal whenever required.

Those roles designated by Cleveland Police as eligible for an essential car users (ECUs) allowance are entitled to a lump sum paid monthly in the tax year. In addition the individual is allowed to claim a mileage allowance in respect of each business mile that he / she drives at the essential rate. For mileage rates see the tables above. Claims should be made via Oracle Self Service including a VAT receipt. Payment will be made via the payroll together with the individual's salary. The payroll team will monitor and ensure that appropriate individuals receive their ECU lump sum payment.

The force reviews the roles eligible for the payment of essential car user allowance on a regular basis; as at 21.10.20 the following roles (detailed in the table below) are eligible. This has been determined due to the nature of the role; the majority of roles are included due to being part of an on-call rota once any necessary appropriate additional 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 ORACLE and review and revise this each year when the policy is renewed.

Those in receipt of the allowance are by the payment of the money agreeing that they are willing to carry passengers for the purpose of their duties performed – this will be recorded by the force.

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

Police officer roles

Executive officers (if using own vehicle)	LPA (NPP Command) Chief Inspectors who are on call (Force TFC)
Negotiators	NPP Volume Crime C/Inspector (SIO rota)
Department of standards and ethics officers who are on call	Crime and Justice Chief Inspectors who are on call (Force TFC or SIO)
All Chief Superintendents who are on call	Major Crime Inspector if on SIO rota
All Superintendents who are on call	CNYMIT Inspector if the officer is from Cleveland and on the force SIO rota
Chief Inspectors who are on call and part of a formal rota	Intervention Manager – Communities and Partnerships
Those on the PIM on call rota	Those on the CID / Intelligence / Crime on call rota
Intelligence C/Inspector if on call (Force TFC)	Federation officers – Chair / Secretary / Deputy secretary and treasurer (under review due to changes in Federation structures nationally and locally) – these officers undertake on call duties
CDSOU C/Inspector (if Cleveland officer and participating in on-call rota's)	YOT officers
NERSOU	Regional modern day slavery co-ordinator
Dog Handlers	
POLSA	On call search officers
PIM on call rota	Chief Drone Pilot

Police Staff Roles

Head of Collaborative Legal Services (Evolve three forces)	Senior Coroners officer (only if on the on-call rota)
Coroners officer	UNISON Branch Secretary
Head of Scientific Support	Head of the Directorate of Standards and Ethics
Head of Armed Policing	

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.

Those roles designated by Cleveland Police as eligible for a casual car user's allowance, individuals are allowed to claim a mileage allowance in respect of each business mile that he / she drives at the casual rate. For mileage rates see table 2 above. Claims should be made via Oracle Self Service including a VAT receipt. Payment will be made via the payroll together with the individual's salary.

3.5.2 Special Constable and Volunteer Mileage Rates

Special Constables and Volunteers will be paid a flat rate of 40.9 pence per mile.

3.5.3 Relocation Rate (Police Staff only)

Police Staff who are relocated to another place of work, permanently, as a result of an organisational change, where the travel difference is greater than previously, shall receive a payment for 12 consecutive calendar months, at present (11.02.18) this is 45p per mile a locally agreed rate of payment - this rate of payment will also apply to those who use public transport to get to work. Eligible Police Staff must claim this payment through Oracle Self Service.

3.6 Relocation Expenses

Eligible individuals (Police Officers and Police Staff) may apply for up to £3k to put towards removal expenses. Further guidance and eligibility criteria can be found in the Relocation policy located on the Cleveland policies and procedures intranet site. Chief Officer Relocation expenses: Chief Constable, DCC, and ACC were re-defined through the Winsor review. Cleveland Police shall pay relocation expenses in line with the revised definition.

3.7 Spectacle Expenses

Visual Display Unit (VDU) – Eye Test

Any police officer or member of police staff (including Zero Hours staff) is required to use a Visual Display Unit (VDU), this includes the CUPID device, on a regular basis for at least 50% of their working day, is entitled to a free eye test. This should take place every two years. The full cost of the eye test will be reimbursed by Cleveland Police.

The eye test should be paid for by the individual and claims for reimbursement made through Oracle Self Service. All documentation should be retained and submitted with the receipts. The cost of the test will be reimbursed through payroll.

Police Drivers and Authorised Firearms Officers – Eye Test

Those officers who are authorised firearms officers and those who are Taser trained will every year have their eyesight assessed by Occupational Health, and as necessary officers will then be referred to an optician. In cases of referral to an Optician then the resulting eye test fee shall be reimbursed by the organisation in line with the above process

For those Police Officers and members of police staff, who are required to drive a police vehicle on a regular basis as part of their role, the following will apply:

Basic Drivers – all such drivers are required to meet the minimum DVSA eyesight standard and this test is conducted by Driver training.

Response / advanced drivers are subject to eyesight screening every 3 years, in the event of failing this officer will be advised to see an Optician. In such cases of referral to an Optician then the resulting eye test fee shall be reimbursed by the organisation in line with the above process.

VDU Usage – Police Officer and Police Staff

Where it is deemed appropriate by an optician that glasses are required as a result of exposure to a VDU, for more than 50% of an individuals working time, the following maximum payments are available to spend on spectacles. Police Officers and Police Staff are eligible to claim for spectacles once every two years. The payments eligible to individuals for VDU usage is outlined below:

Spectacles : Up to max of £55 (with a valid receipt)
Contact Lenses : Up to max of £55 (with a valid receipt)

In order to qualify for one of the above payments an individual must receive from the optician written confirmation of the requirement of a prescription being required for VDU use. The spectacles should be purchased and the claim should then be made via Oracle Self Service with the optician's written confirmation plus all other receipts being provided. The costs will be reimbursed through payroll. Failure to provide all documentation may lead to a payment not being processed.

Spectacles for Operational Policing Purposes – Police Officers, Police Staff, and Specials

In accordance with Police Regulations Police Officers must have Home Office approved safety and 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 spectacles. The payments eligible to individuals working front line duties is outlined below:

Spectacle:	Up to max of £75 (with a valid receipt)
Contact Lenses:	Up to max of £55 (with a valid receipt)
Varifocals:	Up to max of £150 (with a valid receipt)

If spectacle frames or lenses are damaged in the course of operational duty Cleveland Police will contribute up to a maximum of £30.00 to the cost of the repair.

If spectacles cannot be repaired then Cleveland Police will reimburse the cost of replacing the spectacles, up to a maximum of £40.00.

Prior to any claim approval must be sought from a member of the Command / Service Unit Senior Management to confirm that the role is front line operational. Once approved the individual should attend an optician who supplies police approved spectacles (these must be polycarbonate and scratch resistant). The spectacles should be purchased and the claim then made via Oracle Self Service with all documentation and receipts being provided. The costs will be reimbursed through payroll.

Officers who are on secondment to NPAS should note that they are subject to claim limits as determined by West Yorkshire police - presently as follows for Tactical flight Officers (TFOs) – these are for glasses that have to be worn when flying and are required to enable the correct use of necessary equipment when flying.

Two pairs of single lens glasses	up to £90.00 each
Two pairs of bi-focal glasses	up to £100.00 each
Two pairs of tri or varifocal glasses	up to £214.00 each

Should an employee need a visual stress eyesight test (linked to dyslexia assessments) then the force will pay the costs of that test.

Employees who are then determined to have dyslexia via full and appropriate assessments who require as part of reasonable adjustments to have coloured lenses or over lays should link in with access to work to ensure that all potential adjustments are being considered – and that those lenses / glasses are included in the adjustments documentation as / if necessary / recommended that the force will receive at the end of the assessment process. For those who have already been diagnosed for whom such lenses / overlays have previously been prescribed may claim for new lenses / overlays in the same way as others claiming for VDU glasses do.

3.8 Away from Home Overnight Allowance – Police officers

A police officer in the rank of constable, sergeant, inspector or chief inspector shall be paid an allowance of £50, to be known as the away from home overnight allowance, in respect of every night on which the officer is held in reserve.

An officer is “held in reserve” if he / she is serving away from the normal place of duty (whether because the officer has been provided for the assistance of another police force under section 24 of the Police Act 1996 or otherwise) and is required to stay in a particular, specified place overnight 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” if he / she is serving away from the normal place of duty only by reason of being on a training course or carrying out routine enquiries. 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.

A payment of a new hardship allowance of £30 per night 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.

The force has devised a process for those on mutual aid to be paid, and such officers do not need to make an individual claim. All other officers should check in advance if they will qualify for the payment. This advice is available from the HR Business Partner team.

3.9 Away from Home Overnight Allowance Police Staff

An employee shall 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.

An employee 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.

3.10 Medical Charges

In accordance with regulations Police officers can make a claim for medical expenses if the charges are incurred by reason of an injury received without their default in the execution of their duty as a constable under section 77,78 or 79 of the NHS Act (these relate to charges for certain drugs, medicines and appliances and for dental treatment. Claims should be made via ORACLE and must clearly provide in the appropriate drop down box details of the reason for the claim.

Receipts should be sent to the finance team at St Marks House in the appropriate envelope. 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.

The force has a tax exemption for Physiotherapy that is approved by the force and supplied by the contracted provider - NO claims for self-funded physiotherapy can be claimed via ORACLE.

3.11 Home to Work Mileage

This section confirms when a mileage allowance may be claimed.

Police Staff

The provisions of the national handbook will be followed.

From June 2020 the below now applies to Police Staff:

- 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

Police Officers

With effect from 1st June 2020 a change was made in the way that Police officers of ranks up to and including Chief Superintendent Staff can claim for travel expenses from their home address if they commenced a journey for work purposes from their home address the Chief's net documentation relating to this has been provided at appendices 1 and 2.

The following examples are illustrative of how the changes may work. They are a summary of the examples in appendix 2:

Motor Vehicle Mileage Allowance Examples				
Journey Example	No 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 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 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

4. Additional Allowances

4.1.0 Police Officers

Police Regulations outline a range of allowances available to eligible officers. The list in this policy is not exhaustive but is provided as a guide. Where an individual is unsure whether their role makes them eligible for a particular allowance, they must discuss this with their supervisor in the first instance.

Allowance Type	Allowance Type
Acting Up Allowance	On Call
Single Dog Allowance	Essential Car Users
Additional Dog Allowance	Firearms Standby Allowance
Team recognition payment	Unsocial Hours
Central Service Allowance	Wyboston Allowance
Transitional Rent	Compensatory Grant
Housing Allowance	

4.1.1 Police Staff

The PSC National and Local Handbooks outline a range of allowances available to eligible Police Staff. The below list is not exhaustive but is provided as a guide. Where an individual is unsure whether their role makes them eligible for a particular allowance, they must discuss this with their supervisor in the first instance.

Allowance Type	Allowance Type
Essential Car User	Casual Car User
Call Out	Weekend Work
Standby	First Aid
Shift Allowance	Bonus Payment

4.1.2 Special Constabulary Boot Expenses (Local Agreement)

As a result of the phasing out of the entitlement to the £30 boot allowance Cleveland Police introduced a local agreement where Specials can claim back expenditure on footwear reasonably incurred as a result of their duties. This payment is up to a maximum of £30 (with a valid receipt of purchase). Claims must be submitted through Oracle Self Service.

4.2 Receipts and VAT

Cleveland Police is able to recover VAT on business expenses as long as it has either an invoice made out to the organisation or a receipt for a taxable supply and 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 envelopes provided and forwarded to finance at the St Marks House (SMH). Failure to submit valid receipts could result in the individual having to meet the expenses themselves.

4.3 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.

4.4 Record Keeping

Once expenses have been claimed and approved on ORACLE you must send all receipts in an envelope to the accounts team in St Marks House (please use wherever possible the white envelopes printed for this reason, if they are not available you MUST put your name , collar number and date of claim on an envelope and counter sign this as must your manager). All relevant receipts relating to the expenses policy and procedure must be sent to the Accounts team at St Marks House, to be stored in the appropriate folder(s) in accordance with the principles laid down in the Data Protection Act.

5. Appendices

Appendix	Description
1.	June 2020 Circular re Home to Work Mileage
2.	Examples of claims

6. Compliance and monitoring

All expenses will be logged and monitored on an ongoing basis to ensure the procedures being applied are consistent, fair, and in line with timescales outlined in this document.

All paperwork will be dealt with in accordance with the principles laid down in the Data Protection Act.

The organisation expects every individual to act within approved policies and take appropriate professional advice as necessary.

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.

7. 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
0.1	01.11.14	New policy for consultation	████████
0.2	01.12.14	Amended policy following consultation	████████
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 inspectors 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.	██████████

Security Classification/FoI 2000	Official Sensitive
FoI Requests on rationale	npcc.request@foi.pnn.police.uk
Author	[REDACTED]
Force/organisation	South Wales Police
Date created	02/06/2020



14 May 2020

Dear Chief Constable,

Home to Work Mileage

Following the mandate from the NPCC meeting in January 2020, the Workforce and Finance Coordination Committees have resolved the longstanding issue of home to work mileage. The position, to be implemented from 1 June 2020, is addressed in the attached Memorandum of Understanding (Appendix Item A). Force payroll managers have been notified of the imminent change by the NPCC National Reward Team (NRT).

The memorandum has been arrived at after a period of negotiation with staff associations in order to minimise both future costs, where possible, and retrospective costs, reflecting the imperative of achieving value for money. There are financial and oversight implications which forces will wish to consider, specifically:

- In those forces where a deduction has been made, there will be some increased costs, as described in the paper to Chiefs' Council [attached].
- That paper gives a sense of the adjustment to budgets that may be required (and is, in most costs, relatively modest). The actual variance will affect forces differently depending on their individual circumstances; numbers of officers who claim, their location, size of force, etc.
- There may, however, be scope to limit cost increases as forces look to adopt new working methods during and beyond the COVID-19 response.
- The supporting guidance detailed at the bottom of the memorandum will need to be communicated. The effective date is 1 June 2020. Forces may wish to encourage officers and staff to make any relevant claims later in June to allow this new guidance to be understood.
- New guidance will require forces to decide how to monitor compliance.

This memorandum arises from a legal challenge to the interpretation of Police Regulations. It does not directly affect local arrangements for Police Staff. If colleagues have any queries concerning the memorandum, please contact [REDACTED] or the NRT.

Yours sincerely,

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, positioned above a black rectangular redaction box.

NPCC Lead on Pay and Conditions



POLICE CONSULTATIVE FORUM

MEMORANDUM OF UNDERSTANDING

PAYMENT OF MOTOR VEHICLE TRAVEL ALLOWANCE

The Secretary of State has determined the entitlement of members of police forces to a travel allowance when they drive their own vehicles for the purposes of their duties. The determination is contained in Annex U to Regulation 34 of the Police Regulations 2003. A copy of the annex is attached to this memorandum as Appendix A, together with a list of various examples showing when the travel allowance is payable at Appendix B.

When calculating any allowance, it has been common practice for police forces to deduct the commuting distance between home and work from the total mileage claimed for work related duties. As of 1 June 2020 this method of calculation will cease and there will be no deduction for commuting distance, save where the journey is substantially the same as the daily commute and the distance travelled is less than ten miles longer in any one direction. Example 4 in Appendix B covers this situation.

In consideration of the NPCC agreeing not to seek any alteration to Annex U for six years from the date of this agreement, the police staff associations set out below agree not to fund any claims from individual members for shortfalls in the travel allowance they have been paid to date.



Signed

National Police Chiefs Council




Signed.....

Police Superintendents' Association



Signed

Police Federation of England and Wales



Signed.....

Chief Police Officers' Staff Association

ALLOWANCES

1) MOTOR VEHICLE ALLOWANCES

- a) Where the chief officer is of opinion that the duties normally performed by a member of a police force are of such a nature that it is-

- i) essential, or
- ii) desirable,

that the member in question should, at all material times, have a motor vehicle at his disposal, he may authorise that member to use (subject to his directions) a motor vehicle owned by the member for the purposes of duties performed by him and, subject to the following provisions of this determination, in respect of such use the member shall be paid a motor vehicle allowance. Use of a motor vehicle during travelling time which is treated as duty in accordance with a determination under regulation 22(1)(e) shall be treated as use for the purposes of duties performed by the member.

- b) A motor vehicle allowance shall not be payable in respect of the authorised use of a motor vehicle unless there was in force in relation thereto a policy of insurance in terms approved by the chief officer, in relation to the use in question, for the purposes thereof.
- c) A motor vehicle allowance shall not be payable in respect of the authorised use of a motor car of a cylinder capacity exceeding 500 c.c. unless the member concerned was willing to carry passengers for the purposes of the duties performed by him or, in the case of passengers being members of a police force, by those members.
- d) A motor vehicle allowance in respect of the authorised use of a motor car of a cylinder capacity exceeding 500 c.c. shall, subject as aforesaid, be payable-
 - i) where the chief officer of police is of the opinion mentioned in subparagraph (a)(i), at the essential user's rate;
 - ii) where the chief officer of police is of the opinion mentioned in subparagraph (a)(ii), at the casual user's rate,

as provided in sub-paragraphs (e) and (f).

Provided that where the member concerned holds a rank above that of chief superintendent he may instead be paid a flat-rate motor vehicle allowance at such annual rate as is determined by the chief officer on such basis as is approved by the Secretary of State.

e)

i) Subject to the following provisions of this determination, the amount of a motor vehicle allowance payable at the essential user's rate shall in any year comprise a fixed element and a mileage element calculated as provided in sub-paragraphs (ii) and (iii).

ii) The fixed element shall be calculated by reference to the number of completed months comprised in the period of authorised use for the year in question at the annual rate specified in sub-paragraph (g) by reference to the cylinder capacity of the motor car in question.

iii) The mileage element shall be calculated in relation to authorised use at the rate specified in sub-paragraph (g) by reference to the cylinder capacity of the motor car in question, and for that purpose sub-paragraph (g) so specifies:

(1) a basic rate, in relation to authorised use not exceeding the mileage specified in sub-paragraph (g) ("the basic mileage"), and

(2) a reduced rate in relation to authorised use in excess of the basic mileage.

f) A motor vehicle allowance in respect of the authorised use of-

i) a motor car of a cylinder capacity not exceeding 500 c.c., or

ii) a motor bicycle,

shall, subject as aforesaid, be payable on such conditions and at such rate as is approved by the Secretary of State.

g) Rate, with effect from 1 September 2016

	451-999cc	1000-1199cc	1200 -1450cc
<u>Essential users</u>			
Lump sum per annum	£846	£963	£1,239
Per mile – prevailing HMRC rates for business mileage			
<u>Casual users</u>			
Per mile – Prevailing HMRC rates for business mileage			

h) Where in any year a motor vehicle allowance is payable at the essential user's rate it shall be payable in such instalments, in advance or in arrears, as the chief officer may determine; but when the amount of the allowance for that year is finally calculated, any over-payment shall be recoverable.

i) Where in any year a motor vehicle allowance is payable at the essential user's rate to a member of a police force and the member is on sick leave, or maternity leave, or the motor car in question is out of order, for a continuous period of four or more weeks in that year the allowance shall be reduced by such amount as the chief officer, with the

approval of the Secretary of State, determines as being appropriate in all the circumstances.

- j) Where in any year a motor vehicle allowance is payable at the essential user's rate but the period of authorised use is a fraction only of that year, sub-paragraph (e)(iii) shall have effect as if for the reference to the basic mileage there were substituted a reference to the corresponding fraction of that mileage; and for the purposes of this paragraph the monthly rate of the fixed element of such an allowance so payable shall be taken to be a twelfth of the annual rate.
- k) The amount of a motor vehicle allowance payable at the casual user's rate shall in any year be an amount calculated in relation to the mileage of authorised use in that year at the rate specified in sub-paragraph (g) by reference to that mileage and the cylinder capacity of the motor car in question, except that where the amount of the allowance would be less if it were calculated at the essential user's rate, it shall be of an amount calculated in accordance with sub-paragraph (e).
- l) The amount of a motor vehicle allowance payable to a member of a police force shall not exceed that which would be payable if the vehicle in question were of such a cylinder capacity, not being less than 1,000 c.c., as the chief officer of police has determined appropriate for use for the purposes of the duties normally performed by the member concerned.
- m) This determination shall have effect—
 - i) in its application to a chief officer of police, as if every power conferred on the chief officer; and
 - ii) in its application to any other officer of the City of London Police Force, as if the powers conferred on the chief officer by virtue of paragraph (1)(b), the proviso to paragraph (1)(d), paragraph (1)(h), paragraph (1)(i) and paragraph (1)(n),

were conferred on the local policing body instead.
- n) For the purposes of this determination-

“authorised use” means the use, authorised under sub-paragraph (a), of a motor vehicle owned by the member of a police force concerned for the purposes of his duties as a member of that force or, where he has been statutorily transferred from one force to another force, as a member of either of those forces, and “period of authorised use” means the period during which such use is authorised;

“cylinder capacity” means the cylinder capacity of the engine of a vehicle calculated in accordance with regulations under paragraph 2(4) of Schedule 1 to the Vehicle Excise and Registration Act 1994;

“motor bicycle” means a mechanically propelled bicycle (including a motor scooter, a bicycle with an attachment for propelling it by mechanical power and a mechanically propelled bicycle used for drawing a sidecar);

“motor car” means a mechanically propelled vehicle other than a motor bicycle and, accordingly, includes a mechanically propelled tricycle;

“year” means a period of twelve months beginning on such date as may be determined by the chief officer;

and a reference to a motor vehicle owned by a member of a police force is a reference to such a vehicle kept and used by him.

APPENDIX B

1. Normal Commute

I live ten miles from Force HQ, which is my permanent place of work. On a normal working day, I drive 10 miles in my own car to get to and from work. This is my normal daily commute.

Entitlement: I am not entitled to claim any motor vehicle allowance.

2. Travel from home to a meeting at an alternative place of work then return trip to normal place of work

I live ten miles from Force HQ, which is my permanent place of work. Today I am going directly from home to a meeting in Cadetsville, which is 20 miles from my home address and which does not take me past Force HQ. I will go on to Force Headquarters from my meeting, which is another 22 miles.

Entitlement: The officer can claim a motor vehicle allowance for the full 42 miles.

3. Travel from normal place of work to a meeting at an alternative place of work and from there back home

I live ten miles from Force HQ, which is my permanent place of work. Today I have a meeting at Sergeantown which is 15 miles away from the Force HQ. I will go directly home from Sergeantown, which is a further 19 miles.

Entitlement: The officer can claim a motor vehicle allowance for the full 34 miles unless there is a possible route home that takes the officer via HQ then only the 30 miles can be claimed.

4. Travel from home to a meeting and back home (short extension of normal route to work – less than 10 miles)

I live ten miles from Force HQ, which is my permanent place of work. Today I am going directly from home to an all-day meeting at Warrant Station, which is fourteen miles from my home address. I will go home directly from Warrant station. The route I will take to get to Warrant Station and then home is substantially the same as my normal route to work, but my mileage will be slightly further.

Entitlement: The officer will be unable to claim in these circumstances.

5. Travel from home to a meeting and back home (extension of normal route to work – more than 10 miles)

I live ten miles from Force HQ, which is my permanent place of work. Today I am going directly from home to an all-day meeting at Superstowe, which is twenty-two miles from my home address. I will go home directly from Superstowe. The route I will take to get to Superstowe is substantially the same as my normal route to work, but my mileage will be more than 10 miles further for each leg of my commute.

Entitlement: The officer cannot claim for the portion of the journey that takes him past his usual place of work but can claim for the balance of the journey – 24 miles (12 miles for each leg of the additional commute).

6. Travel from Home to a meeting and back home (not a short extension of normal route to work)

I live ten miles from Force HQ, which is my permanent place of work. Today I am going directly from home to an all-day meeting at Handcuffstead, which is forty miles from my home address. I will go home directly from Handcuffstead. The route I will take to get to Handcuffstead is not the same as my normal journey to work.

Entitlement: The officer can claim a motor vehicle allowance for the full 80 miles.

7. Travel from normal place of work to a meeting and back to normal place of work

My permanent place of duty is Force HQ. Today, I have a meeting at Chiefland, which is 15 miles from Force HQ. I will be going from Force HQ to my meeting and then back to Force HQ.

Entitlement: The officer can claim a motor vehicle allowance for the full 30 miles.

8. Reallocated rest day

I live ten miles from Force HQ, which is my permanent place of work. Today, I would normally have a rest day, but I have been asked to cover a shift for another team member who is off sick. My rest day has been reallocated. I travel to my normal place of work and back to complete my duty.

Entitlement: The officer cannot claim a motor vehicle allowance as the journey is their normal commute.