

 Warwickshire POLICE		POLICY
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Warwickshire Police welcomes comments and suggestions from the public and staff about the contents and implementation of this policy. Please e-mail policiesandprocedures@warwickshire.police.uk

- 1.0 POLICY OUTLINE**
- 2.0 VEHICLE ALLOWANCES**
- 3.0 MOTOR VEHICLE ALLOWANCES – GENERAL RULES**
 - 3.9 Calculation of Mileage
 - 3.15 Insurance
 - 3.19 Passengers
 - 3.23 Reimbursement of Home to Work Mileage
 - 3.28 Payment and Authorisation
- 4.0 ESSENTIAL USER CRITERIA AND SPECIFIC RULES**
- 5.0 TRAVEL TIME**
- 6.0 CAR PARKING AND OTHER CHARGES**
- 7.0 RELOCATION MILEAGE (Including Police Officer Posting)**
- 8.0 RETURN FROM CAREER BREAK/ SECONDMENT MILEAGE (Police Officers)**
- 9.0 MILEAGE & EXPENSES INCURRED ON TRAINING**
 - 9.10 Training Time
 - 9.13 Residential Courses
 - 9.22 Overnight accommodation for non-residential training Courses (including Student Officer initial training)
 - 9.25 Overnight Accommodation for Police examinations
 - 9.26 Reasonable Adjustments
 - 9.28 Arranging Accommodation
- 10.0 TRAVEL AND SUBSISTENCE EXPENSES: STUDENT POLICE OFFICERS**
- 11.0 HIRE & POOL CAR**
- 12.0 PUBLIC TRANSPORT**
- 13.0 SUBSISTENCE EXPENSES**
- 14.0 OVERNIGHT ACCOMMODATION**
 - 14.7 Reasonable Adjustments
- 15.0 AWAY FROM HOME OVERNIGHT ALLOWANCE (Police Officers & Staff)**
 - 15.1 Police Officers
 - 15.6 Hardship Allowance
 - 15.9 Police Staff
- 16.0 DOCUMENT HISTORY**
- APPENDIX A: MILEAGE RATES**
- APPENDIX B: ADDITIONAL MILEAGE ALLOWANCE: EXAMPLE CALCULATIONS**

1.0 POLICY OUTLINE

- 1.1 This policy informs managers, police officers, police staff (including apprentices), volunteers, Special Constables, Ambassadors to the Police and Crime Commissioner and Independent Advisory Groups (IAG) members (individuals) about the arrangements concerning work related travel and subsistence expenses.
- 1.2 It draws heavily on Police Regulations and Determinations and the Police Staff Handbook. However, the policy seeks to bring these issues into a single document and provide a policy statement where regulations are silent or allow for local discretion. The policy also highlights local policy decisions that are different to those set out in the Regulations.
- 1.3 The intention is to fairly reimburse or compensate individuals for travel expenses incurred on force business with the minimum bureaucracy, whilst managing the impact that the policy has on the environment.
- 1.4 The policy also seeks to ensure compliance with Her Majesty's Revenue and Customs (HMRC) rules around the taxation of vehicles, mileage allowances and expenses and managing the potential tax liability arising from policy decisions.
- 1.5 The policy incorporates a number of elements intended to achieve these objectives, including the introduction of a set of criteria for determining eligibility of a post to access the essential car user allowance, which will inform the Chief Constable's decision to award essential car user allowances, in line with Regulations.
- 1.6 The policy will deal with the following:
 - a. Vehicle Allowances
 - b. Motor Vehicle Allowances – General Rules
 - c. Essential User Criteria and Specific Rules
 - d. Car Parking and Other Charges
 - e. Subsistence Expenses
 - f. Mileage and Expenses Incurred on Training
 - g. Hire and Pool Cars
 - h. Public Transport
- 1.7 Compliance with the policy and associated procedures will be subject to audit and inspection and appropriate and proportionate action will be taken in light of audit findings.
- 1.8 The procedure and system for claiming travel and expenses will change from time to time and is contained in a separate procedure.

2.0 VEHICLE ALLOWANCES

- 2.1 The allowances that can be claimed by individuals, for using their own vehicle for business purposes, are as follows:
- a. Essential user
 - b. Casual user
 - c. Volunteer user
 - d. Relocation
 - e. Motor cycle
 - f. Cycle
- 2.2 Individuals will make claims in line with their status as essential or casual users, mode of transport or the specific circumstances pertaining to the journey for example where an individual has been redeployed in line with the Management of Change Policy.
- 2.3 The current mileage rates and lump sum payments can be found at Appendix A.
- 2.4 The mileage rates used are those set out by the Police Negotiating Board (PNB) and the Police Staff Council and therefore incur a benefit to be assessed for tax purposes when the rates are compared to those set out in the HMRC Tax Guide notice 480 Expenses and Benefits, (for individuals using their own vehicles).
- 2.5 The benefit is reported to the HMRC via the P11D process and tax is normally recovered through the individual's PAYE tax code.

3.0 MOTOR VEHICLES ALLOWANCES – GENERAL RULES

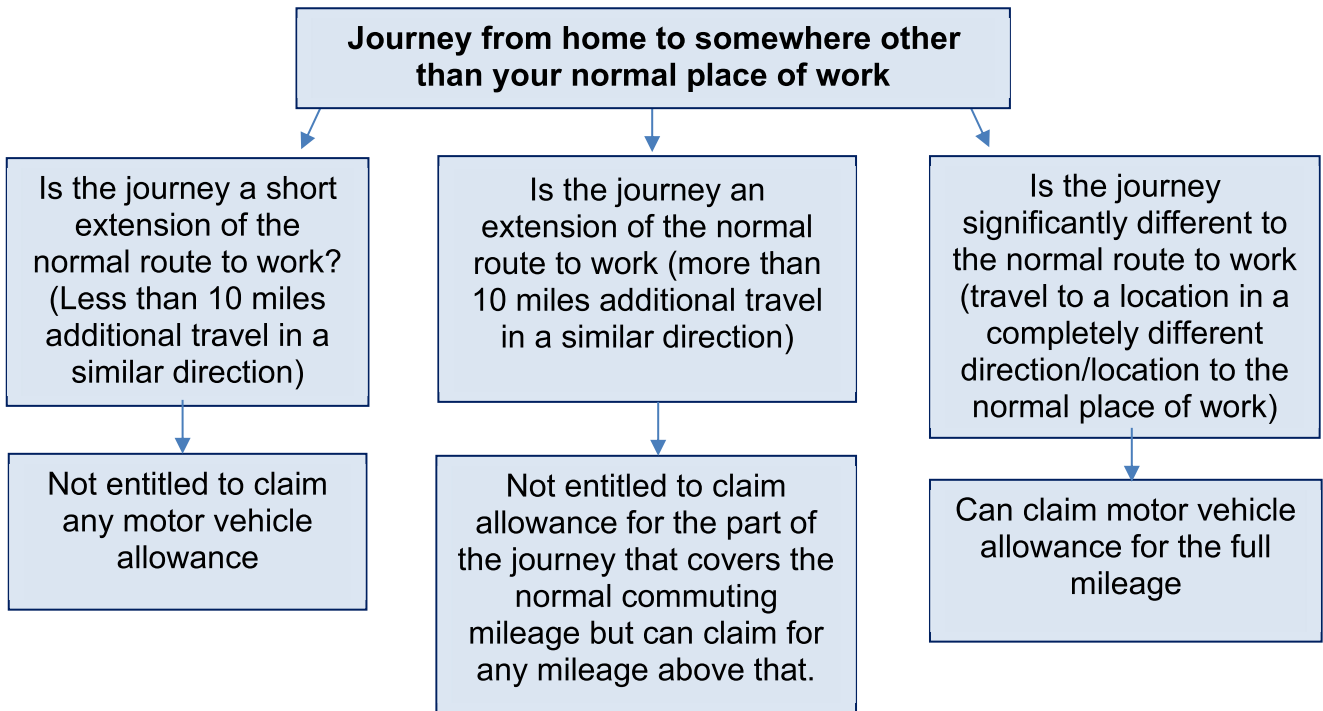
- 3.1 The following explains the general rules around claiming for all business travel (including mileage incurred on training, by volunteers and incurred as a result of relocation/ police officer postings) and draws attention to what may be claimed in specific circumstances.
- 3.2 It may be necessary, in exceptional circumstances or for operational reasons, to take a different course of action, however the reasons for not following this policy should be justifiable and agreed with the Chief Finance Officer in advance.
- 3.3 All mileage claimed will be that which is incurred by individuals (including apprentices) in the course of performing their official duties.
- 3.4 Journeys outside the force area and the mode of transport to be used should be pre-authorised by the individual's line manager.
- 3.5 Individuals should use the least cost option at all times to undertake business related journeys. In most cases Pool or Hire cars will be the most cost effective option (see [Section 11.0 Hire and Pool Cars](#) for further information).

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- 3.6 The exception is that Essential Users are required to use their own vehicle, which is consistent with the role being awarded Essential User status. To do otherwise could undermine the Essential User criteria and result in a role being assessed as a Casual User at a future date.
- 3.7 All individuals travelling on official journeys to locations other than their base, during work outside normal hours, can claim for the actual mileage incurred, subject to the prior authorisation arrangement and at the casual user mileage rate set out in [Appendix A](#).
- 3.8 Where police officers are required to visit a location on their journey home following an extension to their working day, the general travel rules apply.
- 3.9 All mileage and expense claims must be processed for payment, within 92 days of the travel date. In exceptional circumstances, for claims beyond 92 days, individuals must seek Line Manager and Director of Finance approval.

3.9 Calculation of Mileage

- 3.10 Mileage claims will be based on the shortest distance from the individual's normal place of work or home, as calculated by Google Maps.
- 3.11 When an individual does not operate from a fixed base, the Head of HR will fix a designated base at a location as close as practicable to the centre of the officer's area of operation, and will notify the officer in writing.
- 3.12 Where an individual is travelling from home to somewhere other than their normal place of work, the normal commuting distance will be deducted from any mileage claims except where the journey taken is substantially the same as the normal commute and the distance travelled is less than ten miles longer in any one direction. This is demonstrated in the diagram below:



3.13 If deducting home to work mileage results in a negative mileage figure i.e. the normal home to work journey is longer than the journey individuals are claiming for, then no claim should be submitted.

3.14 Where an individual is required to stay overnight on a number of nights, the deduction of home to work mileage should be made on a day by day basis for those days the individual travels.

3.15 Insurance

3.16 All individuals using their own vehicle for work are required to have vehicle insurance to cover them for business use. It is the individual's responsibility to ensure that this cover is in place and provide evidence of this cover on request.

3.17 Failure to maintain proper insurance cover for personal vehicles will result in the suspension of the right to claim mileage expenses and may result in the insurance company not making a payment for an accident whilst on a business journey.

3.18 Should individuals be involved in a road traffic collision regardless of fault, this should be declared to their motor insurers at the time of renewal.

3.19 Passengers

3.20 Where a number of people are travelling to the same meeting/course/event the number of vehicles used should be kept to a minimum by carrying passengers.

- 3.21 PNB and Police Staff Council make it a requirement on Essential Users to carry passengers. Where an Essential User and Casual User are required to undertake a journey together, the journey should normally be carried out in the Essential User's vehicle unless it is off the road due to a mechanical defect or accident damage. However, local discretion is allowed if the circumstances require or make it impossible or impractical to carry passengers or for the essential user to drive.
- 3.22 There is no requirement to seek the prior agreement of the Chief Finance Officer when exercising judgment in these circumstances.

3.23 Reimbursement of Home to Work Mileage

- 3.24 If circumstances mean that home to work mileage is reimbursed, the whole amount reimbursed will always be taxable in line with HMRC rules.
- 3.25 For example when a police officer is recalled to duty, mileage incurred from their home to their normal base can be claimed. When home to work mileage is claimed it must be clearly marked on the claim form so that income tax can be deducted at source.
- 3.26 However, in a "life or death" situation the HMRC will allow an individual who takes sole responsibility for the incident to claim their travel costs, from home to work (subject to a maximum mileage payment, when using their private vehicle) as a business journey.
- 3.27 Where this is the case it should be clearly indicated on the claim alongside the incident number to ensure the payment is not taxed at source. It is anticipated that claims of this nature will be rare.

3.28 Payment and Authorisation

- 3.29 In line with HMRC guidelines all mileage expenses will be paid through the payroll.
- 3.30 Claims will be made electronically and in submitting a claim an individual is confirming that the mileage claimed is accurate and proportionate.
- 3.31 When submitting a travel claim individuals are also confirming that they have appropriate business use insurance cover in place.
- 3.32 The appropriate internal control framework in operation is a matter for the Chief Constable and reviewed by internal Audit to ensure it is adequate and operating effectively.
- 3.33 All mileage claims and car parking include reclaimable VAT at the prevailing rate and therefore all receipts/car park tickets for claims should be retained by the individual.
- 3.34 It is the individual's responsibility to retain these receipts for a period of 4 years as per HMRC guidance. These may be subject to inspection by HMRC at any time.
- 3.35 Failure to produce valid VAT receipts on demand by HMRC may result in the Force incurring financial penalties and be subject to further investigation by HMRC.

- 3.36 Where an individual is found not to hold valid receipts for fuel covering the period of the claim the right to claim travel may be suspended, payments made will be recovered and HMRC penalties and interest may be passed onto individuals.

4.0 ESSENTIAL USER CRITERIA AND SPECIFIC RULES

- 4.1 Annex U of the Police Regulations and the Police Staff Conditions of Service Handbook make provisions for the payment of essential user allowances where it is deemed essential that an individual has a car at their disposal whenever required to be used on police business.
- 4.2 The Chief Officer will authorise the payment of an Essential Car User Allowance where:
- a. the essential elements of a role include a requirement to respond to a major/critical incident (for example threat to life, crime in action, murder, firearms incidents, major collisions, high-risk missing persons, significant public disorder/community disturbance, etc) and
 - b. the immediate personal attendance of the role holder is critical due to the specialist skills/ knowledge required, which cannot be delivered remotely (e.g. via telephone) or by individuals already in attendance and
 - c. the time constraints of the event are usually so critical that the role holder is unlikely to have immediate access to a Force vehicle and consequently should at all material times (including whilst on duty) have their own motor vehicle available for use.
- 4.2.1 The Chief Constables have delegated the authority to decide whether a post/role holder should be designated as an Essential Car User to the Chief Superintendents in respect of their areas and Head of HR for all other areas.
- 4.3 The Chief Officer may also consider, on a case by case basis, other roles which may not meet all the requirements of the above criteria, where there is a business imperative for the post/role holder to use his/her own vehicle to perform his/her duties efficiently. In doing so, consideration will be given to the amount of business travel required due to the geographical spread of the post holder's responsibilities, the requirement for significant and regular travel and the availability of a suitable Force vehicle for use during duty time. Roles will be considered on a case by case basis by the appropriate Chief Superintendent or the Head of HR, in conjunction with the relevant staff association and a recommendation made to Workforce Development Group. A list of designated posts will be published on the Force intranet.
- 4.4 Essential users are required to notify the Payroll Team of any change of vehicle and provide updated evidence of business use insurance cover.
- 4.5 Essential users are required to notify the Service Centre of any changes in role which may affect their eligibility for the allowance. Where it is found, following an annual review, that individuals are not eligible the monies may be recovered.

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- 4.6 The payment of the lump sum to an essential user may be suspended where the car is “off the road” for repairs for a period of 4 weeks or the employee is absent through illness or commences a period of maternity/adoption/paternity leave.
- 4.7 In these cases the essential user is entitled to receive the lump sum allowance for three months with effect from the date they stop work. If they return to work, the lump sum allowance will recommence on the same basis as an individual taking up an essential user post.
- 4.8 Police Regulations and the Police Staff Council make it a requirement on Essential Users to carry passengers. Where an Essential User and Casual User are required to undertake a journey together, the journey should normally be carried out in the Essential User’s vehicle unless it is off the road due to a mechanical defect or accident damage. However, local discretion is allowed if the circumstances require or make it impossible or impractical to carry passengers or for the essential user to drive.
- 4.9 During any period of suspension, Essential User Allowance will not be paid.

5.0 TRAVEL TIME

- 5.1 Travel time is claimable where the journey time is greater than the individual’s normal daily travel time to their usual place of duty. Individuals must deduct their normal daily travel time to their usual place of duty from their claim.
- 5.2 For example:
- (i) A Police Officer whose normal place of duty is Nuneaton Police Station and lives in Nuneaton travels to Stuart Ross House for a business meeting/ training event.
- Usual travel time from Nuneaton to Nuneaton Police Station is 10 minutes
- Travel time from Nuneaton to Stuart Ross House is 40 minutes
- The officer may claim 30 minutes travel time only each way.
- (ii) A Police Staff member whose normal place of duty is Rugby Police Station and lives in Rugby travels to Leamington for a business meeting/ training event.
- Usual travel time from home to Rugby Police Station is 10 minutes
- Travel time from Rugby to Leamington is 30 minutes
- The staff member may claim 20 minutes travel time only each way.
- 5.3 If the home to training location journey is shorter than the home to work journey then no travel time is claimed.

- 5.4 Travel time will be at plain time only unless the travel time results in the individual's incurring overtime, this will be paid in accordance with overtime rules for both Officers and Staff.
- 5.5 The above principle relating to travel will equally apply to individuals working part time and those working compressed hours or other flexible working arrangements.

6.0 CAR PARKING AND OTHER CHARGES

- 6.1 Individuals will be reimbursed for car parking fees, toll charges and congestion charges where they are incurred as a result of authorised travel, with the exception of relocation, re-deployment or travel to the normal place of duty.
- 6.2 Claims will only be reimbursed if they are submitted on the appropriate form or via the system in use at the time. It is the responsibility of the individual to retain any receipts or car park tickets and these should be provided on request.

7.0 RELOCATION MILEAGE

- 7.1 If a Police Officer is permanently or temporarily posted (including promotion postings) more than 20 miles from their home address (or closest Warwickshire border) and the new mileage is greater than their current home to work mileage, the additional home to work mileage (in excess of 20 miles) will be reimbursed for a period of 12 months from the effective posting date. (See [Appendix B](#): Additional Mileage Allowance – Example Calculations)
- 7.2 If an individual is posted again within the 12 month period, the mileage will be reviewed to ensure the Officer is not adversely affected. For example: if the Officer is posted again, closer to their home address but still over 20 miles from their home address and still greater than their original home to work mileage, the difference in distance will be adjusted accordingly for the remaining 12 month period.
- 7.3 At no point during the 12 month period is the time remaining put on hold/suspended. The 12 month period continues for the full period following the original claim. Therefore, where an officer is posted again within the 12 month period and the mileage is less than 20 miles or less than their original home to work mileage, no mileage would be claimable for the remainder of the 12 month period.
- 7.4 In exceptional circumstances where an Officer is posted to a new location which is more than 40 miles from their home address (or closest Warwickshire border) any mileage in excess of a 40 mile one way journey (where this is greater than their current home to work mileage) will be reimbursed for up to a further six month period from the effective posting date. (See [Appendix B](#): Additional Mileage Allowance – Example Calculations)

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- 7.5 Additional mileage incurred as a result of an Officer's request to transfer to a different work location for personal reasons, will not be reimbursed.
- 7.6 This mileage is taxable under HMRC rules because it is in effect home to work mileage. However, the exception to this rule is that if the move is temporary up to 24 months then HMRC guidelines state that this can be treated as non-taxable. It can, therefore, be claimed as relocation (temporary).
- 7.7 Home to work travel will be outside duty time.
- 7.8 Police Staff relocation is governed by the Management of Organisational Change Policy.

8.0 RETURN FROM CAREER BREAK/ SECONDMENT MILEAGE (Police Officers)

- 8.1 Where an officer is permanently posted on return from Career Break or Secondment they will be eligible for the allowance to be paid on the actual home to work mileage that is greater than 20 miles for a period of 12 months.

For example: if an officer's new home to work journey (or closest Warwickshire border to work) is 25 miles, they will receive mileage allowance for 5 miles.

9.0 MILEAGE & EXPENSES INCURRED ON TRAINING

- 9.1 The rules set out in Section [3.0 Motor Vehicles Allowances – General Rules](#) also apply to the mileage and expenses incurred on training and development events.
- 9.2 All journeys to routine, non-residential, internal and external training courses, conferences, events and seminars will be claimed at the casual user rate as set out in [Appendix A](#).
- 9.3 Where an apprentice is required to travel to attend an exam or complete an assessment it is the line manager's responsibility to confirm if they are entitled to any mileage incurred. Any claims made would be as set out in Section [3.0 Motor Vehicles Allowances – General Rules](#).
- 9.4 Mileage claims will be based on the shortest distance, as calculated by Google Maps.
- 9.5 If deducting home to work mileage results in a negative mileage figure, then a claim should not be submitted.
- 9.6 Journeys outside the force area and the mode of transport to be used should be pre-authorized by the individual's line manager.
- 9.7 Where the individual is required to stay overnight on a number of nights, the deduction of home to work mileage should be made on a day by day basis on those days the individual travels.
- 9.8 Where meals are not provided the conditions set out in Section [13.0 Subsistence Expenses](#) will apply.
- 9.9 The following sets out the rules to be adhered to in specific circumstances, this is not meant to be exhaustive and new or emerging circumstances should follow the general provisions of the policy or be brought to the attention of the Chief Finance Officer.

9.10 Training Time

- 9.11 Training time will count as actual working hours and the working week may have to change to accommodate attendance at training events.
- 9.12 When a course finishes early Officers and Staff will be expected to record actual hours, for example if allowable travel time is 1 hour (based on the above) and a course is scheduled to finish at 5 p.m., but delegates are released at 3.30 p.m., then booking out time will be 4.30 p.m.

9.13 Residential Courses

- 9.14 When an individual attends a residential training course, other than the initial probationary training course, they shall, where the organiser of the course permits them, be reimbursed the cost of the return journey between the training centre and their home in line with the arrangements detailed in paragraph [3.9 to 3.14](#) 'Calculation of Mileage'.
- 9.15 Where apprenticeships involve residential training it is the responsibility of the line manager to confirm if they are entitled to be reimbursed the cost of the journey to and from the training centre and their home in line with the arrangements detailed in paragraph [3.9 to 3.14](#) 'Calculation of Mileage'.
- 9.16 Reimbursement is subject to usual claims and authorisation procedure, detailing individual items of expenditure being claimed.
- 9.17 Where the journey is made by public transport, the reimbursement shall not exceed the cost of a second class return rail fare by the shortest and most economical route.
- 9.18 Where the journey is made in the individual's own vehicle, the reimbursement shall be calculated as being by the shortest practicable route and reimbursed at the casual user rate as set out in [Appendix A](#).
- 9.19 In the event that meals are not supplied on residential courses individuals will be able to claim subsistence provided the conditions of necessary, reasonable, additional and backed by receipt are met as outlined in 14.2.
- 9.20 Where an individual attends a residential training course, conference or seminar they are entitled to claim £4.43 per night for out of pocket expenses, up to a maximum of £17.72 per week.
- 9.21 Where the event is a week-long and it is necessary to travel on the preceding Sunday night the individual is considered to be in attendance for five nights, therefore £22.15 can be claimed.

9.22 Overnight Accommodation for Non-Residential Training Courses (including Student Officers undertaking their initial training)

Individuals may request consideration of overnight accommodation if attending a job related training course which is scheduled for two or more consecutive days if:

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- it is a requirement of the course
- the working day, including travel from the home address to the training venue, the scheduled timings of training and the return journey, are anticipated to exceed 12 hours
- sharing a vehicle and therefore, shared driving time, is not possible
- the provision of overtime and mileage required to attend the course is likely to exceed the cost of accommodation
- the initial outward journey is longer than 90 minutes. In this case, accommodation may be considered for the preceding night

Line managers will decide whether or not to support and submit requests for essential accommodation on the basis of cost and logistics listed above balanced with health and wellbeing of the individual. Requests for accommodation must be submitted at least **3 working days prior** to the booking requirement and will be reviewed and reserved by Business Support. The budget will be periodically reviewed (at least quarterly) by Learning & Development and Finance.

9.24 The shortest journey time from the individual's home address to the training site will be calculated using Google Maps.

9.25 Overnight Accommodation for Police examinations

Overnight accommodation will not be provided for examination candidates.

9.26 Reasonable Adjustments

9.27 Overnight accommodation will be provided as a reasonable adjustment for individuals who have declared a disability under the Equality Act 2010 which prevents them from travelling and carrying out a full days training or taking an examination on the same day. The individual should confirm this when requesting overnight accommodation.

9.28 Arranging Accommodation

9.29 It is the individual's responsibility to ensure the request for accommodation is submitted immediately the Joining Instructions for the training course have been provided.

9.30 There will be no guarantee that accommodation will be provided for short notice requests (i.e. less than 7 days' notice).

9.31 The Accommodation must be booked by e-mailing the Training Accommodation Booking e-mail address with all of the course details.

10.0 TRAVEL AND SUBSISTENCE EXPENSES: STUDENT POLICE OFFICERS

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- 10.1 Students travelling for their initial training, community placements and medicals, will be able to claim mileage. Travel expenses will be payable in accordance with the rules detailed in this policy in [Section 3.0 Motor Vehicles Allowances – General Rules](#) at the rate set out in [Appendix A](#).
- 10.2 The “normal place of work” for calculating mileage for Student Officers will be the posting location that students will be posted to after the initial training period.
- 10.3 Student Officers staying in accommodation where meals are not supplied will be able to claim a subsistence allowance of up to £15 per day provided the conditions of necessary, reasonable, additional and backed by receipt are met.
- 10.4 After the initial training period students will be posted to the relevant Local Policing Area and claims made in the normal manner i.e. in accordance with Force policy and HMRC mileage rates and allowances.

11.0 HIRE AND POOL CARS

- 11.1 On most occasions using a pool car or hire car would be more cost effective than claiming mileage allowance, except for essential users who are required to use their vehicle. Individuals will be allocated a car by Business Support that meets their need, whether this is a pool car or hire car.
- 11.2 The type/ size of car that will be hired depends on such factors as purpose, how many people are travelling in the vehicle, how far they are travelling, load to carry, etc. The cheapest vehicle, which is fit for purpose should be used in all cases.
- 11.3 Managers are required to assure the cheapest cost option when deciding whether to allow individuals to use their own car, rather than use pool or hire cars. This should include considering any overtime costs.
- 11.4 Individuals are not permitted to take either a hire or pool vehicle home. All hire and pool vehicles must be kept at a police station overnight. On the occasion that exceptional circumstances dictate a requirement to take a hire or pool car home (i.e. where an individual has an early start on a business journey the following morning), authorisation is required by the line manager.
- 11.5 Pool and hire cars should only be used for business journeys, Individuals are responsible for their journeys to and from their normal place of work, to do otherwise could give rise to a Benefit in Kind and be subject to income tax.
- 11.6 However, it is permitted to incur incidental private mileage for example commuting home to allow an early start on a business journey the following morning. The HMRC view incidental as a couple of occasions a year and to take a hire or pool car home over a weekend, when an individual is not expected to work over a weekend, will always be viewed as taxable.

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- 11.7 All instances where pooled cars are taken home for periods beyond a couple of days should be reported by the line manager that authorised this course of action, to the Payroll Manager who will subsequently gather the appropriate information and make the appropriate disclosure to HMRC for tax purposes.
- 11.8 Individuals are ultimately responsible for ensuring they have reported their earnings accurately and on time to HMRC. Where line managers fail to notify the Payroll Manager that hire or pool vehicles have been taken home, or individuals take vehicles home without prior authorisation, all penalties and interest incurred by the Force will be recovered from them.

12.0 PUBLIC TRANSPORT

- 12.1 Arrangements exist for individuals needing to travel longer journeys to use public transport, most commonly the rail network. Where practical and cost effective to do so there is an expectation that individuals will use public transport.
- 12.2 For longer journeys where an individual uses their own vehicle rather than public transport the individual should seek the prior approval of their line manager, who in turn should satisfy themselves that the use of public transport is not practical or cost effective.
- 12.3 Plane and rail journeys would normally be booked in advance using existing contracts. Where operational circumstances dictate or the sums are minor individuals may purchase tickets directly and reclaim these using the expenses form or system in place at the time.
- 12.4 Individuals travelling by plane and rail journeys would not normally be expected to travel 1st class.

13.0 SUBSISTENCE EXPENSES

- 13.1 When on force business individuals may not be able to take their meals in the usual way and may incur incidental expenses.
- 13.2 Individuals will be reimbursed for expenditure incurred in the course of duty provided it is:
- a. necessary
 - b. reasonable
 - c. backed by a receipt
 - d. additional to what an officer would otherwise have incurred
- 13.3 When making a claim based on the above, the individual is confirming that the claim is accurate and proportionate.

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- 13.4 In terms of the 'additional' clause the onus is on the individual to justify the claim, for example if on their normal working day an individual would buy lunch or provide a packed lunch they would have to explain why it was not possible for them to do this or why additional cost was incurred.
- 13.5 A change of place of duty is in itself no justification for a payment. Also retention on duty at the usual place of duty is not a reason for a subsistence payment to be made. However, it is within the discretion of a line manager to provide refreshments in exceptional circumstances and where Force catering is not available.
- 13.6 As a rule, 'no charge meals' are not provided.
The exceptions are:
- a. Major operations and events, where it is not reasonable or viable for officers to take meals in the usual way.
 - b. Corporate catering for events where the offer in charge deems this to be appropriate.
 - c. Residential trainees on courses delivered by the force will be provided with breakfast and evening meal.
- 13.7 No charge meals in circumstances other than those set out above may be considered a Benefit in Kind and be liable for Taxation.

14.0 OVERNIGHT ACCOMMODATION

- 14.1 There may be occasions where an individual is required to work away from their normal place of work and, due the distance involved, it is more cost effective for the organisation and convenient for them to stay away from home overnight. For example: travel outside the Force area in order to arrest a suspect or to attend court to give evidence or to attend an early morning business meeting/ event the next day.
- 14.2 Individuals may request accommodation if they are required to
- a. work at a location which is more than 1 hour 30 minutes travelling time from their home address or
 - b. work away for 2 or more consecutive days at a location more than 1 hour travelling time from their home address. However, accommodation will only be provided for the night preceding the first day of work if the initial outward journey time is longer 1 hour 30 minutes.
- 14.3 Accommodation for the final day of work will only be authorised if it would be unreasonable to expect the individual to travel home the same night (e.g. they have worked for more than 8 hours that day and the length of their journey home would cause excessive fatigue).
- 14.4 The shortest journey time from the individual's home address to the training site will be calculated using Google Maps.

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- 14.5 The individual's line manager will obtain the approval of the budget holder for overnight accommodation charges in advance. Accommodation will normally be arranged using existing contractual arrangements through Business Support
- 14.6 In exceptional operational circumstances it may not be possible to plan in advance or specific accommodation might be required. In these circumstances the accommodation costs and actions taken should be necessary, reasonable and backed by receipt and a line manager will be expected to demonstrate that this is the case. It is expected that these occasions will be very rare.

14.7 Reasonable Adjustments

- 14.8 Overnight accommodation will be provided as a reasonable adjustment for individuals who have declared a disability under the Equality Act 2010 which prevents them from travelling and carrying out a full day's work on the same day. The individual should confirm this when requesting overnight accommodation.

15.0 AWAY FROM HOME OVERNIGHT ALLOWANCE

15.1 Police Officers

- 15.2 A Constable, Sergeant, Inspector or Chief Inspector is entitled to be paid an allowance of £50 per night for every night they are required to stay in a particular, specified place due to the need to be available for immediate deployment.
- 15.3 The allowance is only payable where the officer is serving away from his/her normal place of duty because
- a. he/she is "held in reserve" because he/she has been provided for the assistance of another police force under section 24 of the Police Act 1996, OR
 - b. he/she has been instructed by an officer of Superintendent rank or above that he/she is required to stay in a specified place and must remain contactable when not on duty, ready for immediate deployment.
- 15.4 Prior to each period of deployment, the officer will be personally instructed by a senior officer (Superintendent rank or above, or Police Staff equivalent) who will confirm in writing that they are entitled to claim the Allowance and the expected length of the deployment.
- 15.5 An officer will not qualify for payment of the allowance if:
- a. He/she is carrying out activities which form part of his/her role or normal duties but due to the distance from the home station, is unable to return home.
 - b. There is an expectation that the officer will regularly travel and/or work away from home due to the nature of his/her role.
 - c. He/she is attending a training course or conference.

15.6 Hardship Allowance

- 15.7 In addition, the officer shall be paid a hardship allowance of £30 when they are held in reserve and are not provided with proper accommodation. Proper accommodation is generally held to mean a room for the sole occupation of the officer, with an en-suite bathroom.
- 15.8 Claims for the Away From Home Overnight allowance must be made using the relevant form (available on the Force intranet) which must be endorsed by the senior officer who authorised the deployment.

15.9 Police Staff

- 15.10 Police Staff are entitled to be paid an allowance of £50 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.
- 15.11 Police Staff will not receive the overnight allowance if they are on a training course, attending a meeting or conference, or carrying out an activity that forms part of their role or normal work.
- 15.12 This allowance will only be payable if agreed by a senior manager in advance of the overnight stay.
- 15.13 Claims for the allowance must be made using the relevant form (available on the Force intranet) which must be endorsed by the senior manager who authorised the overnight stay.

16.0 DOCUMENT HISTORY

The history and rationale for change to policy will be recorded using the below chart:

Date	Author / Reviewer	Amendment(s) & Rationale	Approval / Adoption
Nov 2014	Kay Cook	Harmonisation	JNCC 27/11/2014
Aug 2015	Tina Smith/Liz Fletcher	Review – Now owned by HR	JNCC 25/09/2015
Aug 2016	Rachel Willis	Review – wording change only v2.1	09/08/2016
May 2017	Rachel Willis	Review following changes to Police Staff Terms & Conditions as agreed by PSC nationally v2.2	11/05/2017
Aug 2017	Rachel Willis	Addition of motorcycle and bicycle mileage rates for staff as agreed by PSC nationally v2.3	15/08/2017
Sep 2017	Rachel Willis	Further clarification of volunteers mileage rates v2.4	01/09/2017

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July 2018	Julie Darby	Review of police staff casual mileage rate. Review of Away from Home Overnight Allowance Review of essential user eligibility criteria as agreed by Chief Officers v2.5	01/09/2018
June 2019	Gill Christie	Change of Head of Accountancy and Financial Services to Chief Finance Officer throughout. Section 3: inclusion of on-line claims for mileage Section 7: clarification of 12 month period for relocation mileage Section 8: clarification of 12 month period of relocation mileage following return from career break/secondment. Section 9: inclusion of mileage entitlements for apprentices attending exams/assessments and residential courses. Section 9: clarification of criteria for provision of overnight accommodation for non-residential training courses Section 12: clarification of entitlement to take pool cars/hire cars home. Section 14: clarification of criteria for provision of overnight accommodation for officers and staff working away from home. Section 15: revised wording to reflect local agreement on the payment of the Away from Home Overnight Allowance. Appendix B: further example to clarify payment of Additional Mileage Allowance. v3.0	
June 2020	Rhiain Foster	<ul style="list-style-type: none"> - Change of Head of People Services to Head of HR throughout - Change of logo to Warwickshire Police - Removal of reference to West Mercia borders under relocation section - Inclusion of 3.11 to cover new mileage claim rules and diagram to illustrate. - Added point 4.9 to state Essential User Allowance will not be paid during periods of suspension - Amendments to section 10 student allowance 	04/05/2020
December 2021	Rhiain Foster	<ul style="list-style-type: none"> - Amendment to section 9.20 overnight accommodation 	23/12/2021
August 2022	Vicki Sawyer	<ul style="list-style-type: none"> - Correction to 9.21 overnight accommodation 	11/8/2022
July 2023	Chloe Cherry	<ul style="list-style-type: none"> - Addition of section 3.9 	10/07/2023

APPENDIX A - MILEAGE RATES

Police Officer/Police Staff Mileage Rates

Casual and Essential User = 45 pence per mile up to 10,000 miles and 25 pence thereafter (including Electric vehicles) (shown on Mercury as HMRC rate).

Relocation (including Student Officers) = 36.9p per mile

Motorcycle Rate (per mile) = 24 pence per mile

Bicycle Rate (per mile) = 20 pence per mile

Volunteers Mileage Rates (Effective 1st September 2017):

(Including Volunteers, Specials, Ambassadors to the Police and Crime Commissioner and IAG Members)

45 pence per mile up to 10,000 miles and 25 pence thereafter.

Essential User Lump Sum Payments

Engine Capacity	Monthly	Annual
451 – 999 cc	£70.50	£846.00
1000 – 1199 cc	£80.25	£963.00
1200 – 1450 cc	£103.25	£1239.00

APPENDIX B - ADDITIONAL MILEAGE ALLOWANCE – EXAMPLE CALCULATIONS

EXAMPLE 1:

Where New Mileage is more than 20 miles & greater than current mileage

New home to work mileage (A) = 25 miles

Current home to work mileage (B) = 15 miles

Entitlement:

A – 20 miles = 5 miles @ 36.9p for 12 months

The officer only receives 5 miles as this is the amount over 20 miles.

EXAMPLE 2:

Where New Mileage is more than 20 miles & greater than current mileage which is also greater than 20 miles

New home to work mileage (A) = 30 miles

Current home to work mileage (B) = 25 miles

Entitlement:

A – B = 5 miles @ 36.9p for 12 months

The officer only receives 5 miles as this is the amount that is over 20 miles that is greater than the officer's current mileage.

EXAMPLE 3:

Where New Mileage is more than 20 miles & greater than current mileage which is also greater than 40 miles

New home to work mileage (A) = 65 miles

Current home to work mileage (B) = 25 miles

Entitlement:

A – B = 40 miles @ 36.9p for 12 months +

65 – 40 = 25 miles @ 36.9p for a further 6 months

The officer receives 40 miles for 12 months as this is the amount that is over 20 miles that is greater than the officer's current mileage.

The officer also receives 25 miles for a further 6 months as this is the amount that is greater than 40 miles.

EXAMPLE 4:

Where an Officer is deployed for a further time during the 12 month period and the mileage is more than 20 miles

Officer is entitled to 5 miles relocation mileage (as per EXAMPLE 1).

They are deployed again, within the 12 month period, 2 miles closer to home.

The Officer's relocation mileage would be reduced from 5 miles to 3 miles for the remainder of the 12 month period.

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EXAMPLE 5

Where an Officer is deployed for a further time during the 12 month period and the mileage is more than 20 miles

Officer is entitled to 5 miles relocation mileage (as per Example 1).
They are deployed again, with the 12 month period, a further 8 miles from home

Current home to work mileage (A) = 25 miles
Original home to work mileage (B) = 15 miles
New home to work mileage (C) = 33 miles

Entitlement

Original claimable mileage (as per Example 1) = 5 miles.
New claimable mileage C minus 20 miles = 13 miles @ 36.9p for remainder of 12 month period.