

Travelling and subsistence allowances Police Authority Staff & Custody Visitors

Casual User

Police Authority Staff who are predominantly office based but who may be required to use their own transport from time to time will be reimbursed travelling costs at casual user rates as set out below. Rates are regardless of engine size:

- 40p per mile up to 100 miles and 12p per mile for any mile travelled over 100 miles per return journey.
- 23.8p¹ per mile for travel associated with residential training (including conferences and seminars).

These rates will be reviewed annually, however are likely to remain within the Inland Revenue threshold unless fuel costs rise significantly.

Frequent User

Independent Custody Visitors and Police Authority Staff whose job role necessitates them to travel as a major part of their role will be reimbursed travelling costs as set out below. The rates are for the first 8,500 miles at which time the rate drops to that shown in brackets: -

From 1 June 2004

- | | | |
|-----------------|------------|--------|
| • Up to 999cc | 37.0 pence | (10.8) |
| • 1000 – 1199cc | 40.4 pence | (11.2) |
| • 1200+ cc | 50.5 pence | (13.1) |

The rates will be reviewed annually, however are likely to remain the same unless fuel costs rise significantly.

Other modes of transport

Use of public transport, hire cars or a Force pool car should be considered by Police Authority staff as a matter of economy.

Public transport / hire cars will be paid for in advance for staff whenever possible. If this is not possible all reasonable costs will be reimbursed provided a receipt is provided.

¹ Public Transport Rate

In relation to claims for public transport costs the following points should be noted:

- Rail tickets should be standard class unless prior agreement has been obtained from the Chief Executive.
- Travel by air will require prior agreement by the Chief Executive.
- Receipts should be submitted wherever possible to support expenditure claims and allow the Authority to reclaim the appropriate element of VAT, where applicable.

Subsistence and Accommodation

Accommodation and subsistence will be paid for in advance for staff whenever possible. If this is not possible all reasonable costs will be reimbursed provided a receipt is provided.

In relation to claims for subsistence the following points should be noted:

- If a meal is provided without charge by the Authority, or any other body, as part of an approved duty, no subsequent claim for subsistence can be made.
- Receipts should be submitted wherever possible to support expenditure claims and allow the Authority to reclaim the appropriate element of VAT.