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SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
2	March 09	Janet Witham	Personnel Officer – ER&E	Update
2.1	Jan 10	Janet Witham	Personnel Officer – ER&E	Feedback amendments
2.2	Sept 16	James Lunn	Senior HR Manager	Regional agreement for refreshment and accommodation allowances
2.3	Apr 17	James Lunn	Senior HR Manager	PSC Handbook
2.4	Nov 17	James Lunn/Bal Dosanjh	Senior HR Manager/HR Consultant	JNCC

SECTION 2 AIMS / OBJECTIVES

This procedure sets out the regulations governing the reimbursement of travel and subsistence expenses and the payment of prescribed allowances to police officers and police staff.

Unless otherwise defined in the terms and conditions of employment of an individual, relevant Police Regulations and national or local agreements govern the methods and amount of expense that may be reimbursed.

It is not the intention of this procedure to negate legitimate, reasonable claims.

The aim of this document is to provide guidance as to the reasonableness of claims for subsistence, refreshment & lodging allowance, so that those claims can be dealt with in a consistent, fair, prompt and efficient manner.

SECTION 3 CRITERIA

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

- a) Necessary
- b) Reasonable
- c) Additional to what would have been normally spent
- d) Backed up by a detailed VAT receipts, showing the VAT number and details of what has been purchased. A credit/debit card receipt does not count.

Personal purchases including, but not limited to, alcoholic drinks, newspapers, sweets and medicines are not covered under this procedure and should not be claimed.

Claims for re-imbursement will not be met where Force provisions has been made in respect of refreshment and/or subsistence, except for reasons of medical / dietary / religious preference.

Circumstances leading to a claim in respect of refreshment and/or subsistence can include:

- When a member of a police force is necessarily prevented in the course of a tour of duty from obtaining a meal in the usual way, reimbursement will be made for the difference between a meal obtained and the meal that would normally have been taken in the course of that tour of duty, provided that the additional expenditure is reasonable and backed by a receipt.
- When a police officer is retained on duty, without prior warning, for a minimum of 2 hours beyond the normal daily period of duty, reimbursement will be made for the cost of any meal necessarily obtained provided that expenditure is reasonable and backed by a receipt.
- The usual place of duty for this purpose is the police establishment in which the member is stationed. The chief officer shall determine the date at which a member on duty away from the usual establishment becomes for the time being stationed at the place where the officer is temporarily on duty.

SECTION 4 DETAILS

The following applies to officers and staff of all ranks – there is no higher rate payable for senior officers and staff.

4.1 CASUAL / PLANNED OVERTIME

Casual / Planned Overtime will not automatically trigger a claim. It will depend on whether the individual can take a meal in the normal way and must have prior approval from the line manager.

4.1.1 Medical Conditions

Where an officer / member of staff has a medical condition that affects dietary needs e.g. diabetes, they should inform their supervisor of the condition in order that adjustments can be made to assist the situation which should then be taken into account when allocating work etc.

Claims made due to medical conditions will be considered on a case by case basis, however, officers / members of staff should be aware that claims made for pre-planned overtime will not be eligible for reimbursement due to them being able to make prior arrangements in relation to their condition.

4.2 AWAY FROM NORMAL PLACE OF WORK

If it is planned or reasonably anticipated that the Police Officer or Police Staff will be working out of the Force area / Region during a normal tour of duty this would not ordinarily constitute a claim for subsistence / refreshments reimbursement.

If the Police Officer or Police Staff has been made aware prior to the commencement of the duty that they will be unable to take a meal in the normal manner (i.e. unable to store a packed lunch in a vehicle) claims will be allowed.

If the Police Officer or Police Staff is required to work out of force at short notice (i.e. they were not made aware prior to the start of the tour of duty or they could not reasonably anticipate it as part of their role) and they are unable to take a meal in the usual manner, then subsistence claims can be made in the usual way.

4.3 SUBSISTENCE

The below guidance amounts should be considered a maximum.

Breakfast (early / pre-shift meal):

£5 - one course meal or snack (for one person) Lunch (mid-shift meal):

£7 - one course meal or snack (for one person) Dinner (late / post- shift meal):

£15 - one or two course meal (for one person)

In addition a non-alcoholic drink up to the value of £2.50 is allowed for each meal type.

Any claim should meet the reasonable and receipted criteria and officers/ staff should not claim numerous sundry items to get up to the above amounts. Claims without valid

receipts will not be reimbursed.

Any claims over the guidance amounts should be documented by the claiming officer along with the reason for being over guidance amounts and authority sought from the first line manager.

4.4 REFRESHMENTS

Drinks should only be claimed as part of a valid meal claim but in the event of an officer / member of staff being unable to get drink in the normal way e.g. undertaking a long journey, then the purchase of tea, coffee, soft drink or water will be deemed as a reasonable claim.

4.5 TAX/NIC ISSUES

If officer is away from normal workplace for more than 5 hours; and

Is more than 5 miles away from normal workplace then reimbursement can be tax free.

4.6 COURT ATTENDANCE

A requirement to attend court is pre-planned, therefore officers / members of staff who will be attending court within the County of Nottinghamshire are expected to make their own meal arrangements (no facilities to store a packed lunch is not a reason to make a claim). Officers/members of staff attending court outside of the County area are entitled to make a claim in accordance with the amounts specified in 4.3.

4.7 TRAINING COURSES AND CONFERENCES

Training courses and conferences are booked in advance and therefore claims for subsistence / refreshments should not be made.

However, there are limited circumstances as outlined below where an officer/ member of staff would be eligible to claim for subsistence/ refreshments when on a training course, in accordance with the amounts specified in 4.3.

For example, if the officer/member of staff is staying outside the Force area on a two day course with an overnight stay or on a single day course and returning late into the evening.

It is recognised that there may be instances when it is necessary to have overnight accommodation (please see 4.7.1 below).

4.7.1 Conferences etc :

It is acknowledged that there could be instances whereby the cost of overnight accommodation / meals might exceed the above limits. Officers / members of staff should, therefore, seek prior approval from their line manager to exceed the limit and when claiming reimbursement should ensure that the line manager can provide evidence of this prior to the date of claim. Best practice would be to scan an email attachment to the claim.

4.9 OVERNIGHT ACCOMMODATION

Overnight accommodation taken from a 'Premier Inn':

Within Central London:	£110
Greater London/ other cities:	£80
Other areas/ regions:	£65

ALL overnight accommodation should be procured via MFSS.

Incidental expenses allowance for those attending residential training courses:

Per Night:	£4.43
Per 4 nights	£17.77

There is no specified distance from home/base station to which a hotel can be used, however, it is expected that offices/staff will be mindful of cost and travel distance when making a request. Line managers should approve the use of a hotel.

Hotel bookings must be requested through MFSS and be within the limits specified above.

4.10 MOTOR CAR/MILEAGE ALLOWANCES

Police Staff

	451-999cc	1000-1199cc	1200-and over
Essential users			
Lump sum per month	£70.50	£80.25	£103.25
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
Motorcycle – all mileage 24p			

Police Officers

	451-999cc	1000-1199cc	1200-and over
Essential users			
Lump sum per month	£70.50	£80.25	£103.25
All Users			
Per mile – first 10,000 miles	45p	45p	45p
Per mile – after 10,000 miles	25p	25p	25p
Motorcycle – all mileage 24p			

Officers/staff are reminded to consider use of the cheapest mode of transport before using their own personal vehicle.

4.11 TRAIN JOURNEYS

Train bookings must be requested through MFSS.

It is expected that offices/staff will be mindful of cost and travel distance when making a request.

4.12 OPTICIANS EXPENSES

Officers/staff should follow these steps:

- a) **Before** having an eye test, download a G105 form and complete **Part 1**.
- b) Take the form to the Optician who should then complete Part 2 including what they have supplied to you the patient. You should then pay for the items and obtain a VAT receipt.
- c) The form G105 together with VAT receipt should be scanned and attached to your on-line expenses claim.

The following rates apply:

Safety Spectacles:

- Single Vision Spectacles £70 plus £3.50 if a VAT receipt is provided
- Varifocal/Bifocal Spectacles £82 plus £4.10 if a VAT receipt is provided

Officers/Staff who qualify for 'Safety Spectacles' (definition – officers/staff who come into contact with members of the public) are allowed a **contribution** towards a pair of spectacles every two years – unless there has been a change in prescription in the meantime. Eye test costs are NOT paid for 'safety spectacles'.

Safety Spectacles are provided to a standard specification, tinted specs and impractical frames are not permitted.

VDU Users (Visual Display Unit)

- VDU Eye test £20
- VDU Spectacles £40

Officers/Staff who use a display screen for the majority of their time at work are entitled to have the cost of their eye test reimbursed to the value stated above every two years. If their optician prescribes specs for display screen use they are entitled to a contribution of £40 towards the cost.

4.13 FREQUENTLY ASKED QUESTIONS

Q. If an Officer is on surveillance or other duties that precludes a break being taken can an allowance be claimed?

A. *There is no entitlement to claim an allowance simply because the Officer did not have a break.*

Q. Can Officers claim in connection with court attendance?

A. Most court duties are known well in advance, therefore packed lunches can be prepared in advance. For cases of short notification of a court date the onus will be on the Officer to demonstrate that a claim meets the criteria.

Q. If an Officer's tour of duty is extended by, say, the requirement to collect a prisoner from out of Force is there eligibility for claiming a meal allowance?

A. Providing the criteria is met, the Officer should be able to claim the actual expenditure, backed by VAT receipts.

4.14 MONITORING

Line Managers should ensure that receipts match the claim in terms of the date and the nature of the meal / food provided. They must be official receipts (VAT receipts) and not Switch / Credit card printouts. Indecipherable receipts will not be accepted.

Line Managers may only authorise requests for payment if they are satisfied that expenditure was necessary, reasonable and additional to what the officer / member of staff might otherwise have incurred and only if the claim is backed by official receipts (VAT receipts). Claims should not be authorised if an original receipt is not attached.

Disciplinary action may be taken if it is found that Officers / Staff are making inappropriate claims.

Where officers/staff have over-claimed and there is no justification, then the amount over the claim limits will be re-claimed from the following month's salary. Officers/staff will be notified of this in advance of any deduction being made.

The guidelines contained above will be reviewed annually.

SECTION 5 LEGISLATIVE COMPLIANCE

This document has been drafted to comply with the general and specific duties in the Race Relations (Amendment) Act 2000, Data Protection, Freedom of Information Act, European Convention of Human Rights and other legislation relevant to the area of policing such as, Employment Act 2002, Disability Discrimination Act 1995, Sex Discrimination Act 1975 and Employment Relations Act 1999.