

## **OFFICE OF THE POLICE AND CRIME COMMISSIONER FOR HAMPSHIRE POLICE AND CRIME COMMISSIONER'S EXPENSES**

This scheme is made in accordance with Paragraph 3 of Schedule 1 to the Police Reform and Social Responsibility Act 2011 ("the 2011 Act") which provides that a Police and Crime Commissioner (Commissioner) is to be paid authorised allowances in respect of expenses incurred by the Commissioner in the exercise of the Commissioner's functions, which are of the kinds and amounts determined by the Secretary of State. The kinds of allowances determined by the Secretary of State for the purposes of paragraph 3 of Schedule 1 to the 2011 Act are allowances in respect of:

- Travel expenses;
- Subsistence expenses;
- Exceptional expenses.

The Police and Crime Commissioner's Chief Executive will verify and audit all claims for expenses.

### **Travel Expenses**

The Police and Crime Commissioner for Hampshire may be reimbursed for reasonable and necessary travelling expenses in order to exercise their functions. The Commissioner is encouraged to use public transport as much as possible; however mileage allowances can be claimed only when necessary.

Train, ferry and bus fares incurred in the course of business will be reimbursed on production of a valid ticket or receipt and reimbursed up to standard class rates.

The Commissioner may claim for taxi travel only where public transport is not available and on production of a valid receipt.

Mileage allowance for using their own private motor vehicle will be in line with the Approved Mileage Allowance Payments (AMAPs) set by HMRC. These are as follows:

Cars: Up to 10,000 miles 45 pence per mile  
Over 10,000 miles 25 pence per mile  
Motorcycles 24 pence per mile  
Bicycle rates 20 pence per mile

Where the Commissioner uses a Motor Vehicle while undertaking business of the Office of the Police and Crime Commissioner for Hampshire (OPCC), he/she shall have in place and maintain a valid motor insurance policy which should include use by the insured individual in connection with his/her business.

The Commissioner is required to retain original VAT receipts for fuel when claiming for reimbursement of travel in their own private motor vehicles. These should be kept for a period of three years plus the current year. Alternatively an e-copy of the relevant receipt can be retained, provided it can be produced if requested within the three years plus the current year.

Foreign travel can be reclaimed by the Commissioner but only in cases where it is for business purposes and prior authority has been given by the Chief Executive. The public transport and mileage conditions will apply for travel within a foreign country and the cost of flights will be reimbursed at the economy class rate.

### **Subsistence Allowances (UK and Foreign)**

Subsistence payments will only be made where a meal is actually purchased for evening meals and, where applicable, breakfast. Lunch will not be reimbursed. Reimbursement will be at cost, against submission of a receipt. The rate of subsistence allowance shall not exceed:

Breakfast £10.00

Dinner £30.00

Hotel accommodation will be paid for provided it is for business purposes and has been agreed in advance. Suitable accommodation will be booked at the lowest price suitable ensuring value for money and the best use of public funds. The Commissioner will be expected to settle their own incidental accounts prior to departure from a hotel.

### **Exceptional Expenses**

Any claims for exceptional expenses incurred by the Commissioner in the exercise of their functions will require the approval of the Police and Crime Commissioner's Chief Executive. In considering whether to grant this approval the Chief Executive shall take into account the following factors:

- whether there are exceptional circumstances warranting additional support;
- whether the Commissioner could reasonably have been expected to take any action to avoid the circumstances which gave rise to the expenditure or liability;
- whether the Commissioner's performance of their Commissioner functions will be significantly impaired by a refusal of the claim.

In 2016, an assessment was undertaken in respect of Police and Crime Commissioner Michael Lane's mobility requirements, which identified a number of reasonable adjustments to facilitate travel to and from business engagements. The Chief Executive consequently determined that the reasonable adjustments identified constitute exceptional circumstances warranting additional support.

This may include first class rail travel because of the need to ensure that a seat will be available for Mr Lane, and provision to be driven to business appointments to enable him to travel with the required equipment for the role.

## **Publication of Expenses**

Under paragraph 1(d) of the Schedule to the Elected Local Policing Bodies (Specified Information) Order 2011, Police and Crime Commissioners are required to publish the allowances paid to them and to their Deputies in respect of expenses incurred by the Commissioner or their Deputy in the exercise of the Commissioner's functions.

The Office of the Police and Crime Commissioner will publish a breakdown of the Commissioner's and their Deputy's expenses, on the Office of the Police and Crime Commissioner website, which will include the following information:

- Their name, force area, financial year, month, date, claim reference numbers, expense type (e.g. Travel, Accommodation), short description, details, amount claimed, amount reimbursed, amount not reimbursed, and the reason why a claim was not reimbursed.
- For travel and subsistence claims: date, place of origin, place of destination, category of journey, class of travel, mileage, length of hotel stay, category of hotel stay.

This information will be published on a quarterly basis. Therefore claims for expenses should be made on a monthly basis, and certainly no longer than 3 months from the date of the expense.