ALLOWANCES - TRAVEL

1. TYPES OF ALLOWANCE OR TRAVEL EXPENSES. There are four methods of reimbursing official travelling expenditure. These are:-

(a) Essential vehicle allowance.
(b) Casual vehicle allowance.
(c) Public transport fare.
(d) Local travel rate.

2. GENERAL CRITERIA. Before a private vehicle may be used the following general criteria must be satisfied by ALL users:-

(a) the journey being made must be necessary,
(b) there is no police vehicle available,
(c) the journey could not be effectively completed by public transport,
(d) the use of the vehicle is the most cost effective method of travel,
(e) the use of the vehicle is the most efficient method or is in the interests of the efficiency of the Service.
(f) All claims for official journeys shall be based on the **shortest distance**. Other than in exceptional circumstances this should be agreed and authorised by a supervisor in advance of the journey being undertaken.
(g) Travelling from home to base/Parade Station and return is not normally classed as travelling on official business. Paragraph 10.5 outlines the circumstances when this mileage may be claimed.

3. ESSENTIAL VEHICLE ALLOWANCES

3.1 Qualifying Criteria. The qualification for police officers and support staff employees is that:-

(a) In the opinion of the OCU Commander/Head of Department it is essential that the postholder has a private vehicle available at all times to undertake his/her duties.

(b) the postholder has a 24 hour or forcewide responsibility.

3.2 Types of Journey Covered. All journeys carried out in relation to duties normally performed will be covered, except those journeys which could and should be carried out by public transport. In these latter cases where the user decides to use his/her own vehicle for his/her own convenience then he/she can only claim reimbursement of public fare.

3.3 Officers of ACPO Rank. To ensure flexibility in the operational management of the Force, particularly in relation to emergency call out and evening and weekend duty officer cover, officers of ACPO rank will have the option of taking up essential vehicle allowances or continued use of the car pool.

4. CASUAL VEHICLE ALLOWANCES

4.1 Casual User. The qualification for police officers and support staff is that the duties normally performed by the user make it desirable that he/she has a car at his/her disposal at all material times.

4.2 Types of Journey Covered. All journeys carried out in relation to duties normally performed will be covered, except those journeys which could and should be carried out by public transport. In these latter cases where the user decides to use his/her own vehicle for his/her own convenience then he/she can only claim reimbursement of public fare.

5. PUBLIC TRANSPORT FARE. There are two instances when public transport fare will be reimbursed:-

(a) where public transport is actually used,

(b) where it is deemed that a journey could and should be made by public transport but the employee decides to use his/her own car for his/her own convenience.

5.1 Public Transport Actually Used. This is self explanatory and relates to any employee who for any reason actually uses public transport. Reimbursement will be of actual cost expended. Expenditure must be actually incurred before a claim can be made.

5.2 Vehicle Used for own Convenience. Where a journey is of such a nature (as decided by a supervisor) that it could and should be made by public transport but the employee chooses for his/her own convenience to use his/her own vehicle then he/she will be reimbursed at public fare only.

6. LOCAL TRAVEL RATE. To be applied in cases where a police officer or support staff chooses to use his/her own car for a journey which, in the opinion of his/her supervisor, could and should be undertaken by public transport, but where the actual cost of public transport is difficult to establish.
THIS WILL APPLY TO ALL USERS EXCLUDING ESSENTIAL USERS.

6.1 Types of Journey Covered. There is no particular class of journey where travel by public transport or by any other means is automatically deemed appropriate. Operational journeys, journeys of an administrative nature, meetings etc will ALL be subject to the test of what is the most cost effective and most efficient way of undertaking the journey.

7. SPECIAL JOURNEYS. Travel expenses will be reimbursed at essential, casual, local travel or fares as appropriate.

(a) Other than Normal Tour of Duty. Journeys to and from an officer's home and normal place of duty when recalled to duty between two rostered periods of duty. This will include occasions when an officer performs duty for less than a full tour of duty on a rest day, eg, to attend Court, but voluntary duty on a rostered rest day will not be treated as recall to duty.

(b) Split Tours. Additional journeys incurred by working split tours of duty, in which case payment will be made for the second journey(s) to and from an officer's home and normal place of duty.

(c) Other than Normal Parade Station. (ie, Temporary Posting), Journeys necessitated by a requirement to parade elsewhere than at the officer's normal place of duty, in which case payment will be made for any additional travel costs involved. In this context 'additional' is to be interpreted as the difference between the officer's cost of travel to his normal place of duty and the cost of travel to his temporary place of duty.

If the temporary posting lasts more than 28 days, then the ‘temporary place of duty’ will become the ‘usual place of duty’, and officers will cease to claim additional travel costs.

8. CONTROL AND ADMINISTRATION. The control and administration of the policy will be delegated to OCU Commanders and Heads of Departments who will be responsible for monitoring mileage usage and travel expenses via the devolved financial system.

8.1 Designation of Users.

8.1.1 Essential Users. Applications for new posts will be submitted on Form WG 401 to OCU Commanders and Heads of Departments. Managers should take into account the qualifying criteria as detailed at paragraph 3.1 and the subsequent cost to the OCU. Form WA 3 accompanied by an insurance certificate, should be submitted once approval has been given. The WA 3 will be retained by OCU Departmental Administration.

8.1.2 Casual Users. Authorisation as a casual user will be by an officer of the rank of Superintendent or above or by Heads of Departments. Applications will be by Form WA 3 accompanied by an insurance certificate. If approved, Form WA 3 will be retained by OCU/Departmental Administration.

8.1.3 Use of Private Vehicle for Own Convenience. When a journey could and should be made by public transport but an employee chooses to use his own vehicle for his own convenience, before the vehicle may be used on police business, prior authorisation to do so must have been given by an officer of the rank of Superintendent or above or Head of Department following the submission of Form WA 3 and appropriate certificate of insurance.

8.2 Insurance Requirement

(a) The vehicle must be insured under a policy of insurance which:

(i) Gives comprehensive protection.

(ii) Covers the use of the vehicle for business use and also the carrying of passengers in that capacity.

(iii) Indemnifies the Police Authority against claims by third parties (including claims concerning passengers) arising from the use of the vehicle on police duty, unless the company by which the policy was issued has already given a general undertaking in this regard to the Police Authority or appropriate Association of Local Authorities in respect of civilian users.

9. REIMBURSEMENT

9.1 Rate. The amount of allowance payable to authorised users is dependant on the cubic capacity of the vehicle concerned. Reimbursement will be in accordance with the rates published in Force Orders.

9.2 Taxation. Users should be aware that the Inland Revenue have determined that there is a profit element on both essential and casual allowances. Advice on the extent of the liability may be obtained from the Staff Associations or Inland Revenue. It is the responsibility of the individual user to ensure that the Inland Revenue are applying the correct code. At its current level, local travel rate is non-taxable.

9.3 National Insurance. The calculation is complex and involves the charging of National Insurance Contributions on that part of the total car allowance payment which the Department of Social Security (DSS) considers to be a "profit". Briefly DSS define the profit as being the amount by which the total payment exceeds the Automobile Associations (AA) assessed costs of the miles actually covered/paid in that period. At its current level, local rate does not attract National Insurance Contributions.

10. CLAIMS

10.1 Records of Users. Each OCU Commander, or Head of Department, will keep records concerning all essential casual users in his/her OCU or Department.

10.1.1 Police officers and support staff who are essential or casual users will use Form WA 20 for claiming reimbursement, payment will be through pay-roll. Claims will be forwarded to the Finance Department in accordance with the time-table issued in Force Orders.

It is essential that details of all journeys are recorded to include:-

(a) start point of each journey
(b) all locations visited (not necessary to detail the exact address)
(c) the ultimate destination
(d) the purpose of every journey (officers are not required to indicate the names of individuals)
(e) the month end odometer reading.

10.2 Authorisation. It is the responsibility of the officer authorising car mileage claim forms to ensure that the claimants have complied with the conditions on the inside cover of Form WA 20 and those detailed at paragraph 10.1.1.

10.3 Public Transport Fare Form WA 1 will be used by police officers and support staff when claiming public transport fares.

10.4 Local Travel Rate. A casual user who undertakes official duties in his/her own vehicle, which in the opinion of his/her supervisor, could and should be undertaken by public transport, but where the actual cost of public transport is difficult to establish, will claim local travel expenses rate on Form WA 20. All other claimants will use Form WA 1.

10.5 Home to Base/Parade Station. Travelling from home to base/parade station and return is not normally regarded as travelling on official business. Appendix (A) provides examples to illustrate the point. Officers may not claim for this mileage unless:-

(a) It is undertaken as part of a split duty (paragraph 7b).

(b) It is an emergency call out.

(c) Other than normal tour of duty (paragraph 7a).

(d) Approval is given to a police officer or member of support staff by his/her supervisor to start and finish duty from home, without attending their normal base/police station during the tour of duty. Such occasions should be the exception rather than the rule and should be in the interest of efficiency. Under these circumstances mileage should be claimed as follows:-

(i) The mileage incurred between the first official appointment and journeys in between, to the last official appointment only.

NB If the distance from home to the first appointment is further than the normal home to base parade station, then the excess mileage only should be claimed. Conversely, if the distance between the last appointment and home is greater than the normal home to base parade station, then the excess mileage only should be claimed.

(ii) In instances where home to the first official appointment and return to home is the only official journey undertaken during the tour of duty, mileage should not be claimed unless the mileage incurred is greater than the normal home to base/parade station return mileage. The excess mileage only is payable.

10.6 Travel outside the Force Area. Authorisation for police officers and support staff to use their private motor vehicles for journeys outside the Force area will be granted by OCU Commanders/Heads of Department. ALL mileage claimed will be reimbursed at the essential or local travel expense rate dependant on the cubic capacity of the vehicle used. Essential and Casual users will claim on Form WA 20. Form WA 1 is to be used by all other claimants.

10.7 Car Parking. Police officers and support staff attending their normal base/parade station may not claim any car parking expenses. If any expenses are incurred on a subsequent journey these may be claimed subject to the provision of satisfactory receipts. Essential and casual users, should claim any car parking expenses incurred on Form WA 20. Police officers and support staff who are reimbursed at local travel expense rate should claim car parking on Form WA 1.

11 USE OF REPLACEMENT VEHICLES

(a) Permanent Change. As the fixed element of the allowance may be affected, essential users must immediately complete a new Form WA 3, which will be retained by OCU/Departmental Administration.

(b) Temporary Change. Any user who is unable to use his authorised vehicle, eg due to breakdown or maintenance etc, may use another vehicle provided the conditions in respect of insurance requirements are met.

11.2 In either (a) or (b) a record will be made on the appropriate Form of all journeys made in the replacement vehicle together with details of all vehicles and the total mileage for each. Where the cubic capacity of the vehicle differs from that of the authorised vehicle, payment will be made at the rate appropriate to the vehicle actually used.

12. **CARRIAGE OF ADDITIONAL PASSENGERS/SHARING VEHICLES**. Where there is potential to increase the cost effectiveness by the sharing of private vehicles, employees in receipt of vehicle allowances or travel expenses shall undertake to carry official passengers to the total authorised capacity of the vehicle without a claim for additional financial reimbursement.

13. **DOG HANDLERS**. Police Dog Handlers who use their private motor vehicles r transporting police dogs to and from duty will be reimbursed at local travel rate to a maximum of six miles in each direction. All such claims will be made on Form WA 20. Payments to officers will be included in salary.

14 **TRAVEL - TRAINING COURSES** Police Officers and support staff who are not designated essential or casual users, who use their own vehicle for their convenience to travel to and from training courses, whether residential or non residential will be paid public transport fare if the journey could be undertaken by public transport. If not reasonably accessible by public transport, any claim for mileage will be paid at local travel rate. It is important that normal home to base/parade station return mileage is deducted prior to submitting the claim.

14.1 Form WA 1 will be used by Police Officers and support staff to claim public transport fares. Non designated car users will also use Form WA 1 to claim local travel rate where appropriate.

14.2 Form WA 20 will be used by Essential and Casual users to claim local travel rate. Casual users should note that they can only claim at local travel rate.

15. **MISCELLANEOUS**

15.1 Car Purchase Scheme. An employee in receipt of an essential, or an employee in receipt of a casual users allowance whose mileage is in excess of 2,000 miles per annum is eligible to apply for financial assistance to purchase a car for use on official duties. Application forms are available from the Finance Department who should be contacted in the first instance for advice. The maximum loan available for EC vehicles is £6,100

15.2 Travel Cards. Where an employee is regularly required to use public transport and claims reimbursement from the Force, consideration must be given to the possible advantage of issuing that person with a travel card. Only officers of the rank of Superintendent or above or Head of Department may authorise the purchase of such cards. Employees already in possession of a travel card for personal travel may claim reimbursement for police business journeys only if additional expense is incurred.

15.3 Rail Travel - Warrant. An officer travelling by rail on police duty will, where convenient, use a railway travel warrant. See Procedure S5.

15.4 Air Travel. All applications will be made using Form WA 194 through Headquarters Administration for approval by a member of the Policy Group. In emergencies a verbal application can be made but this must be confirmed in writing. No officer will travel by air on official business unless this procedure has been followed. All bookings for air travel will be made by Headquarters Administration. If, for operational reasons, the flight arrangements have to be changed, details of the revised requirements are to be forwarded to Headquarters Administration as soon as possible. Officers should notify their OCU supervisors of these requirements at the earliest opportunity. Suitable arrangements will then be made with the travel agent. On some flights a cancellation fee may be payable.

15.4.1 Air Travel - Arrangements Outside Office Hours. In these circumstances, the o ficer will inform the Force Communication Centre who will contact a member of Headquarters Administration detailed on the 'call-out' list retained by the Communication Centre. On no account is the officer to make his own arrangements. If verbal approval for this travel has been given by a member of the Policy Group this must be confirmed in writing.

16. MOTOR CYCLE ALLOWANCE. The general criteria detailed at paragraph 2 have to be satisfied before a motor cycle is used.

16.1 The same conditions and controls which apply to the use of a motor vehicle for official duties will be applied when a motor cycle is used.

16.2 Reimbursement.

(a) Motor Cycles up to 451cc. Half the lowest car allowance rate dependent on the journey type.

(b) Motor Cycles over 451cc. The full car allowance rate dependent on the journey type authorised and the appropriate cc category.

APPENDIX 'A'

If an officer calls at a location on his/her normal home to work or return route, the full journey must be shown, but only excess mileage may be claimed.

Example 1
An employee living north of Birmingham (Four Oaks), travelling from there to Tally Ho! The employee's normal base/parade station is Lloyd House and normal home to base/parade station is 10 miles.

The claim should be as follows:-

Home to Tally Ho! to Lloyd House	16 miles
Less normal home to office mileage	10 miles
miles claimed	6 miles

ie the excess miles claimed.

Example 2

An employee living South of Birmingham (Cotteridge) whose normal base/parade station is Lloyd House and whose normal home to base/parade station mileage is 6 miles.

Travelling from Lloyd House to Tally Ho! then home, the employee may not claim because:-
Lloyd House to Tally Ho! to Home = 6 miles
Less normal base/parade station = 6 miles

The journey to Tally Ho! forms part of normal home to base/parade station.

Example 3

An employee living North of Birmingham (Four Oaks) who has to attend an all day meeting South of Birmingham (Bournville). The employee's normal base/ parade station is Lloyd House and normal home to base/parade station journey is 10 miles.

The claim should be as follows:-

Home to Bournville to Home	= 30 miles
Less normal home to base/parade station return mileage	= 20 miles
Therefore amount claimed	= 10 miles

ie the excess mileage.

NB If the home location was as per Example 2 (Cotteridge) and the return mileage to/from Bournville was less than the return mileage to Lloyd House, then no mileage could be claimed.