EXPENSES AND TRAVEL POLICY

Executive Summary

It is recognised that in most roles in West Midlands Police (WMP), there will be a requirement to claim expenses. It is important that there is a clear and consistent approach to the claiming, authorisation, and payment of expenses and that all claims are fair in line with appropriate use of public money.

Authorised Professional Practice (APP)

This policy has been checked against APP and there is none in relation to the subject matter of this policy.

Scope

The Chief Constable has overall direction and control of WMP and is ultimately accountable for all policies and supporting documents of the organisation and its actions. Adherence to this force policy will be expected from all Officers and Staff of WMP and Police Staff employed by the Police Crime and Commissioner of WMP. This policy does not apply to agency staff, Specials or volunteers who have their own separate policies

Objectives

The aim of this policy is to:

- Set out the principles in relation to the reclaiming of expenses and what is and is not claimable.
- Take account of the requirements of Police Regulations, the requirements of the Police Staff Council Handbook and the legal rules regarding tax and National Insurance contributions.

Definitions/Acronyms

[redacted]	
HMRC	His Majesty’s Revenue and Customs
LM	Line Manager
NI	National Insurance
P2P	Purchase to pay
ROCU	Regional Organised Crime
VDU	Visual Display Unit users
WMP	West Midlands Police

Policy Statements

1. GENERAL PRINCIPLES

1.1 The following rules apply to all claims, unless stated otherwise:

1.1.1. Expenses must be reasonable, necessary, and incurred exclusively within the line of duty to be reimbursed.

1.1.2. Everyone is expected to exercise clear judgement and comply fully with this policy to ensure consistency, fairness, and fiscal discipline.

1.1.3. It is the Line Managers (LM) and appropriate supervisor's responsibility to undertake detailed checks on expenses claimed prior to approval, to ensure they include all necessary information, are correct and that appropriate VAT receipts are attached when required.

1.1.4. It is your responsibility to adhere to this policy when claiming for mileage and subsistence and claim via the [redacted] expenses portal. Any queries regarding exceptional circumstances should be sent to the payroll inbox for resolution before a claim is submitted.

1.1.5. Claims should be submitted as soon as possible and within a maximum of three months of being incurred, other than in exceptional circumstances when a written explanation must be provided within an email endorsed by the LM.

1.1.6. Itemised VAT receipts must be provided with all claims where applicable.

1.1.7. You must provide receipts for the actual spend that you have incurred.

1.1.8. Picking up the whole bill for others should be avoided as it can create tax and processing issues for the person submitting the claim.

1.1.9. Credit/Debit card receipts will not be accepted.

1.1.10. If a receipt is lost or missing, you must email the payroll mailbox with an explanation, approved in writing by your LM (Please quote your Expenses claim number if you have already submitted your claim).

1.1.11. Each claim (i.e. each day or mileage or each parking or food receipt) must be claimed on a separate expense item to ensure that there are no duplications.

1.1.12. Claims should be completed monthly, other than for very small claims, which may be added together for up to three months and must be submitted via [redacted] for authorisation.

1.1.13. Claims for meals/food will not be reimbursed where refreshments/meals are provided.

1.1.14. Missing or incorrect cost codes will result in your claims being delayed and possible rejection.

1.1.15. All requests for the purchasing of goods or services must be routed through the Smart Purchasing Team, Purchase to Pay (P2P) – Finance. Exceptions apply only where the requester has access to an alternative, dedicated Finance or Administration function (e.g. [redacted], Regional Organised Crime Unit (ROCU), etc.). This approach ensures maximum value for money, compliance with all relevant legislation, mitigation of risk, appropriate competitive bidding and tender processes, correct supplier selection, and that all goods and services are purchased with the necessary level of authorisation.

1.1.16. Purchases made outside of the above process are permitted only in exceptional circumstances to ensure continuity of policing services without a severe reduction in service i.e. where:

- The requirement could not have been pre-planned
- The goods or services are urgently required
- The need arises outside of standard office hours

1.1.17 In such cases, you must obtain prior authority from your local supervision before making any purchases. Reimbursement can then be claimed through the expenses process.

1.1.18 All requests to place a purchase order or to procure goods or services should be submitted via the General Order request form on the [redacted] Portal.

- General Order Request
- Purchasing Policy

2. MEALS AND SUBSISTENCE

2.1. The general principle is that during your normal tour of duty, you are expected to provide yourself with food and drink at your own expense.

2.2. In certain circumstances you may claim for meals and/or subsistence payments as detailed below which must be documented and approved by your LM.

2.3. Where for operational reasons you are prevented from obtaining a meal in the usual way, any additional expenditure incurred above the usual cost of your meal will be reimbursed. Your claim should detail why you were unable to obtain your meal in the usual way for approval by your LM. Claims must be necessary, reasonable and backed by a VAT receipt. The intention is to provide for additional costs incurred when a meal cannot be taken in the usual way. 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 lunch, they would have to explain why it was not possible for them to do this and why additional expenditure was incurred.

2.4. The subsistence limits detailed at Appendix 1.1 is maximum thresholds. Any expenses must be reasonable and receipted. Any claims over and above this will need a full explanation which will determine if they meet the police regulations. If not, any excess will be absorbed by the individual.

2.5. Where officers are retained on duty they will not normally be reimbursed for the cost of any meal taken , until they have worked for a minimum of 2 hours beyond their rostered hours. Where reimbursement is made there will be no reduction in relation to the cost of a normal meal. It may be appropriate in some circumstances for officers to purchase further meals/ refreshments at approximately 4-hour intervals, after the initial meal/refreshment taken (i.e at 6 hours 10 hours and so on). This must be in line with the guidance regarding values in appendix 1.1 and accompanied by a receipt.

2.6. Claims for reimbursement will not be met where Force provision has been made in respect of appropriate refreshments and/or subsistence. (Expenses and travelling time)

2.7. Meals during a planned overnight stay may be claimed up to a maximum of £25. A value above this rate must be preauthorised by the LM and attached to the claim.

2.8. Meals included as part of a hotel booking cannot be claimed as the cost will be met directly via P2P team in Finance.

2.9. Where there is no other option but to purchase a meal in the hotel where an individual is staying, up to two courses, from the set menu if available, and one non-alcohol drink will be reimbursed to a maximum reimbursement of £25.00.

2.10. Where possible drinks should be purchased with a meal deal and will be limited to one per person. However, we will reimburse one drink per person up to £2.50 if not part of a meal deal. London rates may apply as per appendix 1.1

2.11. In exceptional circumstances, when working on an unplanned, restricted operation such that people may not leave the location, subject to authorisation by a supervisor, drinks up to a value of £2.50 per person may be purchased and reclaimed by an individual for those affected. An example is scene preservation.

2.12. If as a police officer you are called to work on a rest day and the rest day is re-rostered, then the day becomes a normal working day so claims can be made if they meet the criteria set out in this policy.

2.13. Meals purchased in all police force canteens will not normally be reimbursed, unless being claimed due to being retained on duty. In these cases, it must be made clear on the claim that the meal is being purchased because of being retained on duty and should be approved by the LM.

2.14. Claims of less than £1 will not be processed. Such expenditure is considered incidental and will be borne by you.

2.15. We will not reimburse for service charges, tips, delivery charges, carrier bags or charity donations.

2.16. In circumstances such as covert operations where to obtain receipts would compromise the operation or exceed the maximum amount, an explanation must be provided on the claim form and authorised by the LM.

3. EXCEEDING ALLOWANCES

3.1 You are expected to:

- Adhere to the meal allowance for breakfast, lunch, and dinner as set out in this policy at Appendix 1.1.
- Only claim meals using the correct allowance section, i.e. Breakfast, Lunch or Dinner Allowance
- Accept that you must pay for any excess spending, if you spend more than the allowed amount, the extra cost is your responsibility
- Understand that repeated overspending may lead to a formal review.
- Know that service charges or tips will not be refunded – make sure these are removed before paying the bill

3.2 **Exclusions**

3.2.1 You cannot claim for:

- Alcohol
- Newspapers / Magazines
- Large Bags of Sweets
- Multipack Items
- Chewing gum
- Ice cream
- Family sized packets of biscuits
- Family sized bottles of drink
- More than 2 pieces of fruit (unless dietary requirements)
- Items more than what would be required for the preparation of one meal for one person
- Medicines (including indigestion tablets, aspirin etc.)
- Uniform & Clothing (exception applies)
- Toiletries (exception applies)
- Unreasonable or unjustified Items

4. MISCELLANEOUS EXPENSES

4.1 Medical Expenses

4.1.1 As per Regulation 35, NHS medical, dental or optical expenses incurred by officers due to injuries sustained in the execution of duty without their default, will be reimbursed.

4.1.2 The officer's LM must approve the expense after injury verification and duty status has been checked.

4.1.3 Requests for payment must be submitted to HR Admin through the [redacted] portal using the appropriate request form at this link with a clear justification, endorsed by the LM. Medical evidence or reports must also be provided.

4.2 **Gifts, Gratuities and Hospitality**

4.2.1 WMP do not under any circumstances reimburse the costs of gifts, cards, flowers, confectionery etc. when someone leaving the force, bereavements, births or other occasions.

4.2.2 The cost of any such gifts must be borne by the giver or come from a collection made to recognise the occasion. No contribution will be made from public funds

4.2.3 The force do**es** not purchase Long Service Gifts (22+ years' service), therefore will not reimburse any expenses incurred for long service awards.

4.2.4 In respect of receipt of gifts, please refer to the gifts, gratuities and hospitality policy

4.3 **Eye Tests, Glasses and Contact Lenses**

4.3.1 Display Screen Equipment (DSE) users should not arrange eye tests / purchase of spectacles and claim back through expenses. The process to follow in requesting a voucher for this can be found here.

4.3.2 You should not purchase reasonable adjustment equipment and claim back through expenses without prior authorisation from the D&I manager. Please refer to the reasonable adjustments [redacted] for further information.

4.4 **Professional Subscriptions**

4.4.1 Any professional subscriptions that are a requirement of your role, can be claimed through the normal expenses process. Only one professional subscription is acceptable per individual.

4.5 **Incidental Expenses**

4.5.1 Expenditure incurred in relation to police business, not covered above, must be receipted and an explanation provided on the claim.

4.6 **Graduations and Award Ceremonies**

4.6.1 These must be attended at the recipient's own cost as there is no business requirement to attend.

4.7 **Childcare Costs**

4.7.1 Childcare costs will not be reimbursed under any circumstances**.**

5. TRAVEL

5.1 Travel Expenses

5.1.1 Travel expenses will not normally be paid for travel to/from home and your base/parade station. In exceptional circumstances, where home to work mileage is reimbursed this will be subject to tax.

5.1.2 In principle where a work journey can be undertaken reasonably by public transport this is the method of transport that should be used and any claims should be made on this basis.

5.1.3 Before a private vehicle can be used for work, the following general criteria must be fully satisfied:

- The journey being made must be necessary
- There is no police vehicle available,
- The journey could not be effectively completed by public transport,
- The use of the vehicle is the most cost-effective method of travel,
- The vehicle must be adequately insured both for business use and also for carrying of passengers in that capacity,
- Considerations of sharing transport to reduce emissions – Safer travel plan
- Any expectations should be discussed with Line Managers.

5.1.4 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.

5.1.5 All approved mileage claims will be paid at the HMRC approved rates regardless of vehicle fuel type or electric vehicles.

5.2 Taxi Usage

5.2.1 All taxi usage requires pre-approval from an employee's LM and must be booked centrally through the Finance department's Purchase-to-Pay (P2P) team.

5.2.2 Taxi use without prior booking is strictly limited to exceptional circumstances, such as serious illness or a workplace incident, and requires subsequent justification and approval accompanying the claim submitted electronically.

5.2.3 Exceptions apply only where the requester has access to an alternative, dedicated Finance or Administration function. For [redacted]

5.3 Mileage Payments

5.3.1 Mileage for business travel using a private vehicle will be reimbursed at HMRC-approved mileage rates which is 55 pence per business mile for first 10,000 miles and 25 pence per business mile thereafter.

5.3.2 Advisory Fuel Rates determined by HMRC will be applicable for employees using a company car. (Advisory fuel rates - GOV.UK)

5.3.3 Mileage will be claimed through the electronic expenses system and must be submitted within the 3 months of the travel. Each claim must show journey date, purpose, start and finish locations (postcodes preferred) and miles claimed. Personal commuting is not claimable.

5.4 **Public Transport Fare**

5.4.1 Public transport fare will be reimbursed where the public transport is used for work purposes.

5.4.2 However, we will not reimburse where it is deemed that a journey could and should be made by public transport, but you decide to use your own car for your own convenience.

5.4.3 The Local Travel Rate (the standard regional bus and train travel rate) will apply instead of approved mileage rate 55 pence per mile, if you use your own vehicle for a journey that your supervisor determines could and should have been undertaken by public transport. Reimbursement under this clause will be paid at whichever rate is lower.

5.5 **Air & Rail Travel**

5.5.1 Wherever practicable all air travel should be pre-authorised by a senior LM and pre-booked. Where practicable all air travel should be approved by specific ranks using a WA194 form completed. Domestic air travel can be authorised by NPU / Dept Commander or Departmental Head (or designated deputy), European travel can be authorised by an ACC / Director and International travel can be authorised by DCC or Chief Constable.

5.5.2 Where air or rail travel are required to conduct business then the booking of this should be done by contacting one of the P2P Team in Finance for booking.

5.5.3 If travel is to be arranged at short notice, please inform your LM and the P2P team as soon as possible. Please note, P2P Team are not available to support outside of standard office hours currently. The [redacted] out of hours service should be utilised to book rail travel and hotels. Air travel is not available out of hours.

5.5.4 Travel by air should only be used when it is the most efficient mode in terms of cost and/or time.

5.5.5 All air and rail travel will be made by economy class unless there is an operational need for a fully flexible ticket or where business class is the only option available for late notice bookings.

5.5.6 A member of a police force of the rank of superintendent or above and equivalent police staff who is required to travel by train in the execution of duty are able to travel first-class and to be reimbursed expenses accordingly. All tickets must be prebooked and represent value for money.

5.5.7 Exceptions apply only where the requester has access to an alternative, dedicated Finance or Administration function. For [redacted]

5.6 **Bus Fares**

5.6.1 Where a journey is made by bus for a reasonable and justifiable business reason, the reimbursement will be made on the basis that the shortest and most economical route was sought.

5.6.2 Bus fares should be claimed via the Electronic Expenses system.

5.7 **Car Parking and Toll Charges**

5.7.1 Individuals will be reimbursed for car parking fees and congestion charges which are reasonable and justifiable, where they are incurred because of authorised travel, except for relocation, re-deployment or travel to the normal place of duty. Where parking is reimbursed, there is an expectation that you will find the cheapest available parking within reasonable walking distance rather than the closer more expensive options

5.7.2 Police officers may only claim reimbursement for toll road charges when they are incurred for a legitimate policing purpose, such as specialized operations involving negotiators or responding to emergencies where a toll route is essential to reduce response time.

5.7.3 Outside of these critical or pre-authorised circumstances, toll expenses are not reimbursed if the route is chosen solely for convenience or to avoid routine traffic.

5.7.4 Parking at your normal base/parade station cannot be claimed and will not be reimbursed. There is no obligation for WMP to provide parking.

5.7.5 We will not reimburse any parking fines/ charges or Parking Charge Notices unless there is a valid operational reason.

5.8 **Clean Air Zone**

5.8.1 Please see '[redacted] portal' [Knowledge - Where can I find information on Clean Air?]

5.9 **Overnight Stays**

5.9.1 All business travel and accommodation should be booked via our contracted supplier ([redacted]).

5.9.2 During standard office hours (08:00 – 16:00 Mon-Fri excluding Public Holidays), employees should fill out a travel and accommodation booking request.

5.9.3 Outside of those hours, staff should call the dedicated out of hours booking team at [redacted]. Business travel and/or accommodation should not be arranged and paid for by an employee under any circumstances.

- Booking emergency business travel and accommodation
- Book/raise an order for travel and/or accommodation
- Booking for an external event/room hire

5.9.4 Exceptions apply only where the requester has access to an alternative, dedicated Finance or Administration function. For [redacted]

5.10 Overseas Travel Claims

5.10.1 When travelling overseas as part of an employee's role, employees should contact the accounts receivable team - P2P Finance, in advance of their journey to discuss a possible requirement for a cash advance whilst they are away.

5.10.2 The force uses rates set out by the His Majesty Revenue and Customs (HMRC) (Expenses rates for employees travelling outside the UK). The schedule sets a maximum daily rate for the country (or city/region) being visited for the maximum cost of accommodation plus subsistence for the purchase of up to 3 meals per day and other minor expenses. In all circumstances, claims must be against receipts. In the event that a cash advance is required the cost equivalent in GBP should be calculated at the time of the spend and seek reimbursement in GBP for that amount up to the maximum specified. Where cash advances have been provided for travel, officers/ staff must refund any underspend.

5.10.3 Requests for travel and accommodation to the required country of origin should be made via the travel and accommodation request form stated above in advance of travel can be found here.

5.10.4 All travel will be economy or standard class.

5.11 Away from home Overnight allowance (Police Officers)

5.11.1 You are "held in reserve" if you are serving away from your normal place of duty and are required to stay in a particular, specified place rather than being allowed to return home.

5.11.2 The normal place of duty is the current place of duty whether this is on a temporary or substantive basis.

5.11.3 Officers who are "held in reserve" overnight may be eligible for payment of the Away from Home allowance (£60 per night) in the following circumstances:

- You are required by the Force to stay in a specified place overnight rather than being allowed to return home
- You are deployed by the Force overseas on operational duties (which does not include international training/conferences).

5.11.4 The allowance will not be paid in the following circumstances:

- If you are away from home for training purposes. This includes formal and informal training courses, conferences, seminars and any briefings which are ancillary to the training.
- Officers carrying out routine duties. Officers carrying out routine enquiries or everyday duties, which form a regular part of their role, are not entitled to the allowance, whether within Force or otherwise. Where there are exceptional circumstances that may warrant consideration of paying the overnight allowance outside of the examples given, a business case should be prepared for the consideration of the appropriate territorial Assistant Chief Constable and the Head of Human Resources.

5.11.5 There are no mandated restrictions on officers when off duty and any reference to being “held in reserve” simply relates to the officer being required to stay in the provided accommodation.

5.11.6 The deployment may be to aid another Force under Section 24 of the Police Act 1996 or otherwise

5.11.7 The Overnight Allowance is paid in addition to pay for hours actually worked and travelling time, including overtime and unsocial hours' allowances where applicable.

5.11.8 If you are ‘held in reserve’ you may also be entitled to hardship allowance of £40 per night. This only applies if ‘proper accommodation’ is not provided. The definition of ‘proper accommodation’ is a single occupancy room with use of en-suite bathroom facilities.

5.11.9 The hardship allowance is reliant on the ‘held in reserve’ allowance. Therefore, if you are not ‘held in reserve’ you are not entitled to the hardship allowance irrespective of the level of accommodation.

5.12 **Away from home Overnight allowance (Police Staff)**

5.12.1 A Police Staff member is entitled to the ‘Away from home overnight allowance’ of £60.00 in respect of every night they are away from their normal place of work and required to stay overnight rather than being able to return home and should be agreed in advance of the overnight absence.

5.12.2 They are not entitled to it if they are on a training course, attending a meeting or conference, or carrying out any activity that forms part of their role or normal work.

6 TRAINING

6.1 Police Officers only - When attending a residential training course, or required to stay overnight as a result of a training course, an allowance of £4.43 per night to a maximum of £17.72 per week can be claimed except where an officer has to attend for a week's course of training on the preceding Sunday night and will thus be in attendance for five nights when £22.15 may be claimed.

6.2 There is no entitlement to other overnight incidental expenses.

6.3 Training courses and conferences are booked in advance and therefore if officers are unable to obtain their meal in the normal way, then subsistence can be claimed. However, where possible they should be booked with meals included.

7 POLICE OFFICER SECONDMENTS - 24 MONTH RULE

7.1 Where a secondment involving a temporary change of parade station is expected to be for a period of less than 24 months, the reimbursement of some expenses will be non-taxable, and the officer should complete and submit claims to payroll.

7.2 Where the secondment is expected to exceed a period of 24 months, reimbursement of certain expenses will become taxable and will be paid as a taxable amount in salary

7.3 Expenses claims where the change to nominated workplace exceeds 24 months should be submitted directly to payroll at [redacted]

8 ADDITIONAL TRAVEL ALLOWANCE (POLICE STAFF ONLY)

8.1 Where as part of a change process there is an organisational requirement for you to move work location on a permanent basis, resulting in additional "home to work" travel cost compared to "home to the previous place of work" you may be eligible for additional travel allowance. This will be considered part of each organisational change.

8.2 Further details can be found within the People Change Policy

9 PAYMENT OF EXPENSES

9.1 Expense reimbursements are processed regularly during the month following approval by your LM to ensure timely payment.

- Electronic Submissions: Claims must be fully submitted and approved by the Line Manager.
- Paper Submissions forms must be timely approved by the Line Manger and sent to the Payroll Department, where electronic submission was not possible.
- Claims that are being audited by the payroll team might take slightly longer to process.

10. AUDIT AND COMPLIANCE

10.1 Claims may be subject to audit checks.

Relevant Legislation / Policies / Procedural Guidance

- Section 24 of the Police Act 1996
- Safer travel plan
- Expenses rates for employees travelling outside the UK
- RAP Policy
- Gifts, gratuities and hospitality policy
- People Change Policy
- Expenses and travelling time
- Regs 2005
- Amendments to determinations made under the Police Regulations 2003 (accessible) - GOV.UK
- EIM68120 - Tax treatment of members of the police service: non-taxable allowances paid to police officers - HMRC internal manual - GOV.UK
- Advisory fuel rates - GOV.UK
- Booking emergency business travel and accommodation
- Book/raise an order for travel and/or accommodation
- Booking for an external event/room hire

Equality Impact Assessment

WMP places trust in their employees to comply with force policies and to work in accordance with and in support of:

- WMP Vision and Values
- Code of Ethics | College of Policing
- Voice of the Child

	What impact has this policy **had** on the nine protected characteristics in relation to the three general duties? (If applicable)	How **will** this updated policy positively impact each of the nine protected characteristics in relation to the three general duties? If not, explain why it will not.
Age (including children and young persons)	N/A - New policy	As this policy applies to all staff equally, no adverse or positive impact is identified in relation to this protected characteristic. By circulating the policy internally for consultation consideration has been given to engaging all ages within the WMP. Given the age range of the workforce the style of communication is appropriate and accessible to all. The policy is also made accessible to all via the WMP Policy portal.

Disability	N/A - New policy	As this policy applies to all staff equally, no adverse or positive impact is identified in relation to this protected characteristic. Any appropriate reasonable adjustments to support officers have been made.
Gender Reassignment	N/A - New policy	As this policy applies to all staff equally, no adverse or positive impact is identified in relation to this protected characteristic. The language used does not reflect any reference to gender identity or relationships which may identify the sexual orientation of anyone involved within the incident.
Pregnancy & Maternity	N/A - New policy	As this policy applies to all staff equally, no adverse or positive impact is identified in relation to this protected characteristic.
Marriage & Civil Partnership	N/A - New policy	As this policy applies to all staff equally, no adverse or positive impact is identified in relation to this protected characteristic. The language has no reference that reflects different relationships. The policy could not lead people to make presumptions about the relationships of those involved.
Race	N/A - New policy	As this policy applies to all staff equally, no adverse or positive impact is identified in relation to this protected characteristic. The group of people involved in completing the consultation Process is diverse and from no particular race or ethnicity.
Religion or Belief	N/A - New policy	As this policy applies to all staff equally, no adverse or positive impact is identified in relation to this protected characteristic. The group of people involved in completing the consultation Process is diverse and from no particular religion or belief.
Sex	N/A - New policy	As this policy applies to all staff equally, no adverse or positive impact is identified in relation to this protected characteristic. Throughout the review and

		consultation period the differing needs of people with different genders has been considered by a varied group of individuals within the organisation. The document is equally accessible by people of different genders.
Sexual Orientation	N/A - New policy	As this policy applies to all staff equally, no adverse or positive impact is identified in relation to this protected characteristic.

Publication Instructions

Suitable for publication to public

Appendix

Appendix 1.1

Meal Allowances

Category	**Limit/ Rate**
Breakfast	£ 10.00
Lunch	£ 15.00
Dinner	£ 20.00
Dinner and overnight stay UK	£ 25.00
Dinner and overnight stay London	£ 30.00

Appendix 1.2

HMRC Mileage Rates

Type of Vehicle	**First 10,000 Miles (Pence per mile)**	**Subsequent Miles (Pence per mile)**
Cars and Vans (including Electric)	55p	25p
Motorcycles	24p	24p
Bicycles	20p	20p

Document Control

Strategic Lead: *[role and name]*	[redacted], Service Director - Finance
Policy Author(s): *[role and name]*	[redacted], Head of Payroll
Effective Date:	05/06/2026
FET Lead: *[role and name]*	Peter Gillett – Director of People & Commercial Services
Version Number:	v1.1
Review Date:	09/04/2028

Any enquiries in relation to this policy should be made directly with the Strategic Lead.

All policies are subject to a formal consultation process which encompasses Legal, Professional Standards, Faith Groups, Trade Unions, Independent Advisory Groups and wider force groups and any other relevant parties. A record of consultation can be found on the Policy Portal.

It is responsibility of the Strategic Lead to ensure that all links within the policy are correct and accessible.

Amendment History:

Version Number:	Effective Date:	Summary of Amendments:	Author:
1.1	05/06/26	Further feedback received- minor amends made and signed off by FET	[redacted]