



SCHEME OF ALLOWANCES AND EXPENSES

22 November 2012

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The Police and Crime Commissioner and Deputy Police and Crime Commissioner are entitled to allowances and expenses in accordance with allowances determined by the Secretary of State for the purposes of Para 3 of Schedule 1 to the 2011 Act in respect of travel, subsistence and other exceptional expenses.

The amounts determined by the Secretary of State for the time being are as follows:

Type of Expense	Key Restriction	Rates
Train	In course of business	Reimbursed up to standard class rates
Mileage allowances	Only if necessary	As per HMRC rates
Taxis	Only where public transport not available	Cost of taxi
Foreign travel	Prior authority from Chief Executive and for business purposes	Economy class for flights
Hotel accommodation	Business purposes and agreed in advance. Value for money and best use of public funds – lower priced suitable accommodation.	No explicit limitation on star standard of hotel accommodation.
Subsistence (UK and Foreign)	Only paid for evening meals and, where applicable, breakfast (not lunch)	Breakfast - £10 Dinner - £30
Exceptional expenses not falling within any of the other types	Reasonable incurred in carrying out business of the Commissioner	As approved by the Chief Executive

The purpose of authorised allowances is to reimburse expenses incurred by Police and Crime Commissioners in carrying out their duties, not to provide a general gratuity for undertaking the role. All claims should be supported by receipts where applicable. Where the PCC/DPCC obtains a railcard or season ticket which allows savings to be made on future purchases of rail tickets, reimbursement of the cost of the railcard may be claimed.

PCC/DPCC may claim for Travel and Subsistence Expenditure and for the cost of an overnight hotel stay where they have travelled as part of their PCC functions, and it would be unreasonable to return to their residence.

Commissioners are paid a salary determined by the Secretary of State on the advice of the Senior Salaries Review Board.

Claims for subsistence must be submitted on an expenses claim form approved by the Chief Finance Officer and details will be published in accordance with the Elected Local Policing Bodies (specified information) Order 2011.

This Scheme of Allowances and Expenses shall have effect from 22 November 2012.