

## Travelling Expenses and Time

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## Policy Statement

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### Summary

It is essential in some circumstances that officers and staff are required to travel during the course of their work for West Yorkshire Police (WYP). For officers and staff, the most cost effective means of travel must be chosen to ensure the best value for money to the organisation, and other suitable methods of communication which are widely used across the organisation e.g. video or telephone conferencing must be considered wherever possible.

Business journeys undertaken by officers and staff members using their own private vehicles are referred to as 'grey fleet' journeys. WYP has a duty of care towards those authorised to use their own vehicles for police-business; and will ensure that sufficient safe practices are in place to protect health and safety to the employees as well as members of the public.

This policy outlines mileage entitlements and how to make a claim, travelling time allowance and how relocation or redeployment can affect expenses incurred.

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### Scope

This policy applies to all police officers, police staff and volunteers on police business who incur travelling expenses; subject to the meeting of certain requirements.

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## Principles

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### General

- Individuals are personally responsible for ensuring that the method of travel used is the most cost effective one, in terms of time and expense, considering the different methods of transport e.g. public transport, hire car, fleet vehicle etc.
- Individuals must read the WYP Decision Tree document and the section regarding 'Operational Road Risk' in the Driving and use of Police Vehicles policy, prior to arranging any journey.
- Decisions on travel must be made in line with the National Decision Model (NDM).
- Mileage can be defined into 3 categories, these are:
  - *Essential*: This will only be reimbursed for individuals meeting the criteria and formally approved as an essential car user;
  - *Business*: This is for all other individuals undertaking approved operational journeys in private vehicles; and
  - *Local*: This is mileage for non-operational journeys undertaken in a private vehicle.
- Mileage rates are paid in line with Police Regulations/Police Staff Council, which are based upon HMRC approved rates, and can be found on the pay section intranet site. Claims must be made through Proactis.

- Sharing vehicles for business journeys is largely encouraged, and drivers will be entitled to claim an additional rate per mile for each WYP officer or staff member they carry as a passenger. Passengers have no entitlement to travelling expenses.
  - All business journeys are non-taxable.
  - Travel tickets must be booked via Customer Services by completing the appropriate form which can be accessed through the Finance and Commercial Services intranet page/Finance Forms. The form must then be emailed to the relevant Customer Services mailbox.
  - If, for personal convenience, the most cost-effective and practical mode of transport is not used, then a claim can only be made for the amount not exceeding that of the most cost effective and practical alternative.
  - Where an individual has been authorised to work from home under the agile working policy, their normal workplace will still be classed as their usual place of duty.
  - Legitimate expenses incurred through toll charges whilst undertaking police business will be reimbursed. However, arrangements are in place with certain toll operators so prior to travelling, individuals must clarify with their local Customer Services team about toll charges.
  - Legitimate travel expense incurred by representatives on behalf of the Police Federation, Unison or GMB will be reimbursed by the relevant district or department if travel is within the West Yorkshire county area, and by the Police Federation, Unison or GMB if the travel is outside of the West Yorkshire county area.
  - Criminal and/or disciplinary proceedings may be instigated if there is evidence of deliberate falsification or misleading information.
  - Individuals must ensure that others are not put at risk by personal work-related driving activities.
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## Responsibilities

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### Individuals

Individuals are responsible for:

- Ensuring they hold a current and valid driving licence for the vehicles being used;
- Ensuring they have a valid MOT certificate for their own personal vehicle;
- Checking with their own insurance provider that they have the appropriate insurance cover for use by themselves as a driver and for the carrying of passengers if a private vehicle is being used for anything other than the commute to work (e.g. travelling to training courses/OH appointments etc.);
- Submitting accurate claims in a timely manner via Proactis;
- Having regular eyesight tests and wearing the appropriate corrective lenses where appropriate;
- Discussing with line management if there are any circumstances that may affect their driving immediately, and if the taking of any medication could

interfere with their driving, involving Occupational Health (OH) where required; and

- Submitting a POLVEH form (Roads Policing/Miscellaneous) if they have a collision, so that the information can be collated for statistical purposes and collision/driver monitoring.

## Modes of Transport

<b>Hire Car</b>	<ul style="list-style-type: none"> <li>• It may be cost effective to use a hire car in some circumstances. The use of a hire car must always be pre-authorised by a line manager. The criteria and procedure for arranging a hire car can be found in the Hire Vehicles policy.</li> </ul>
<b>Private Vehicles</b>	<ul style="list-style-type: none"> <li>• Individuals may use privately owned vehicles for journeys, where prior authorisation has been made, when it's not suitable to use public transport, a hire car or fleet vehicle.</li> <li>• Mileage expenses, at the appropriate rate, and based on the most direct route, will be paid. An alternative route may be more appropriate to travel in exceptional circumstances. Permission from line management must be sought prior to making any claim that's not based on the most direct route.</li> </ul>
<b>Electric Vehicles</b>	<ul style="list-style-type: none"> <li>• Individuals who undertake authorised journeys using a private electric vehicle will be reimbursed for their mileage in accordance with the appropriate rate.</li> </ul>
<b>Pedal Cycles</b>	<ul style="list-style-type: none"> <li>• Pedal cycles may be used for business journeys. However they are discouraged unless the individual is personally insured for its use for business purposes. Claims will be reimbursed at the appropriate rate for pedal cycles.</li> </ul>
<b>Motorcycles</b>	<ul style="list-style-type: none"> <li>• Motorcycles can be used for business purposes but the individual must have the appropriate insurance cover for business use and claims can be made at the appropriate mileage rate.</li> </ul>
<b>Rail Travel</b>	<ul style="list-style-type: none"> <li>• Rail travel must be standard class using the most appropriate and economic means for police officers and staff on business journeys. This does not supersede Police Regulations 2003, Regulation 35, Annex V, Paragraph 4 (Train Travel Expenses for Certain Ranks).</li> <li>• As a result of Police Regulations 2003, where a police officer of the rank of Superintendent or above is required to travel by train in the execution of duty, they are entitled (but not obliged) to travel first class.</li> <li>• Police officers will not be required to travel by train, if that would entail the use of First Class accommodation.</li> </ul>
<b>Air Travel</b>	<ul style="list-style-type: none"> <li>• All air travel journeys for business purposes must be economy class.</li> </ul>
<b>Taxi</b>	<ul style="list-style-type: none"> <li>• Taxi fares may be claimed if this is the most cost effective and practical method of transport for the business journey. Prior approval from line management and production of a receipt is required in order for the fare to be reimbursed.</li> </ul>

## Travel Time

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### Principles

- If an individual starts and/or finishes work at any other place than their usual place of duty either in the West Yorkshire county area, or out of the West Yorkshire county area, they are entitled to claim for excess travelling time. This is over and above the time normally incurred when travelling to or from home to their usual place of duty, and based on the most direct route. The excess travelling time that can be claimed is usually limited to a maximum of one and a half hours per day (45 minutes each way). However, additional travelling time can be agreed by the line manager.
  - Please note the limitations on the claiming of excess travel in police regulations, or following a transfer, posting relocation or redeployment.
  - Line management approval must be sought prior to undertaking a journey out of the West Yorkshire county area.
  - Individuals employed in regional or national roles who start and/or finish work at other than their usual place of duty, are entitled to claim for any reasonable excess travelling time over and above the time normally incurred when travelling to or from home to usual place of duty. Individuals must obtain approval from line management and refer to the relevant secondment or TUPE agreements, where appropriate, before undertaking a regional or national journey.
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## Mileage

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### Police Officers and Police Staff

- Individuals cannot claim for journeys on a normal working day from home to the usual place of duty, i.e. commuting.
- Claims can be made for journeys as an exception regarding the *usual* place of duty (at local mileage rate for police staff) if individuals are required to work on either a:
  - Rest day (a day not normally scheduled to work);
  - Free day; or
  - Public Holiday;
 and no replacement day is given. This journey is a taxable expense.
- Claims can be made for whole journeys as an exception regarding the *other* place of duty (at local mileage rate for police staff) if individuals are required to work on either a:
  - Rest day (a day not normally scheduled to work);
  - Free day; or
  - Public Holiday;
 and no replacement day is given.
- Please note, for police officers only – mileage can be claimed for working on a public holiday, unless warned to work with less than 8 days' notice and a public holiday in lieu is given in addition.
- Any mileage from the individual's usual place of duty to the other place of duty is business mileage and is paid at the appropriate vehicle mileage

rate.

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**Police Officers Only**

- If recalled to duty from annual leave, districts and departments may reimburse based on:
    - The additional travelling expenses incurred by reporting for duty;
    - If applicable, the costs incurred returning from the place in which recalled from; and
    - Additional travel expenses incurred by partners or family members.
  - If, exceptionally, it is required to perform a normal period of duty in more than one tour of duty, i.e. split tour, a claim can be made for reimbursement for each additional return journey. It's important to note, if this is at the usual place of duty, then the journey is taxable.
  - For reimbursement for any other journey, advice must be sought from the relevant Employee Relations team.
  - In line with Annex U, Regulation 34 of the Police Regulations 2003, Police officers will no longer be required to automatically deduct the commuting distance on journeys to another place of work for the purpose of their duties, *subject to certain provisions*.
    - With effect from 1 June 2020 there will be no deduction of the commuting distance *unless* the journey is, in whole or in part substantially the same as the normal commute: and/or the distance travelled is less than 10 miles longer than that of the normal daily commuting distance in any one direction (See supporting information).
    - For the purposes of calculating whether the journey is 'substantially the same' for the purposes of this policy, WYP have determined that any journey where approximately 80% of the journey is the same would not have commuting mileage deducted. If an individual chooses to travel by a different route to avoid the usual place of duty for the purpose of a claim, then this would not be considered an appropriate claim.
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**Police Staff Only**

- In line with Joint Circular 108 (Revised) from the Police Staff Council (PSC) police staff will be no longer required to automatically deduct the commuting distance on journeys to another place of work for the purpose of their duties, *subject to certain provisions*.
  - There will be no deduction of the commuting distance *unless* the journey follows in part substantially the same route as the normal commute.
  - For the purposes of calculating whether the journey is 'in part substantially the same' for the purposes of this policy, WYP have determined that:
    - If the place an individual is travelling to (other place of duty) falls within 5 miles of the usual place of duty, they would still be required to deduct their normal commuting distance; however,
    - If the place an individual is travelling to (other place of duty) is more than 5 miles from the usual place of duty, then they are entitled to claim the full journey.
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**Dual Working**

- Individuals who are employed in a role which requires regular attendance at more than one location, dual work location, may be considered by HMRC as having more than one permanent workplace. In such cases, there is no entitlement to tax relief on journeys to and from home to either place of work.
  - Individuals are required to self-assess whether they are classed as a dual worker, in order that they can ensure expenses are claimed correctly (See supporting information).
  - In assessing whether they are a dual worker, individuals must consider whether they:
    - Regularly perform a significant part of their duties at a second location (around 40% of their time over, or likely to be over, a period of 24 months);
    - Are expected to be able to be contacted by others at that second workplace; and
    - Have a workstation and support services at that second workplace.
  - It is important to note, regularly attending a second location solely to perform a task of limited duration or a temporary purpose, e.g. attending a meeting, would not determine a second location as a permanent workplace.
  - Travel between the two workplaces for dual workers, is travel in the performance of duties and therefore classed as business mileage and the full journey will be non-taxable.
  - Individuals in regional or national roles must refer to the relevant secondment or TUPE agreements where appropriate.
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**Car Parking****Principles**

- The provision of a car parking space at the usual place of duty is not a contractual entitlement.
- Individuals will not be compensated for additional costs incurred or for any inconvenience caused if a space is no longer available due to:
  - Change in policy;
  - A transfer; or
  - An organisational review.
- Individuals may be reimbursed through Proactis for unavoidable car parking charges at a temporary workplace or on authorised business, but a receipt must be provided.
- Claims can only be made on costs that are in excess of any car parking fees that would typically be incurred at the permanent place of work.
- Car parking claims may be reimbursed if additional cost is incurred when returning to the permanent place of work, after visiting a temporary workplace.
- Car parking can be booked via the Travel and Accommodation contract through Customer Services if an individual is required to stay overnight or longer at a hotel or other form of accommodation. This is only applicable

where parking is available at the accommodation site itself and should be requested at the time of booking the accommodation.

- Drivers are responsible for paying any excess charges or parking fines they incur. WYP will not accept responsibility for payment of fines.

## Initial Training

### Student Officers and Police Staff

- Student officers and police staff will not be entitled to claim travel or car parking expenses for any period of initial training at the Training and Development Centre, Carr Gate, or any other location attended for initial training, including courses delivered at the centre by external providers.
- Only when initial training has been completed and individuals are permanently working at their allocated district or department, can claims be made for travel expenses for attended on Training and Development Centre courses in the usual way.
- Police staff roles include Police Community Support Officer (PCSOs), Detention Officers and Area Control Room Operator.
- Individuals employed in a national or regional role must refer to the relevant local agreement.

## Relocation or Redeployment

### Police Officers

- Police officers who are permanently posted to a different location following a structural re-organisation are not entitled to claim any travel expenses, even if their new work location is further from their home than their previous post.
- If additional travelling expenditure is incurred as a result of being required to temporarily work at a place other than the normal place of duty or work, e.g. whilst working on an enquiry, the excess mileage may be claimed for a period of 28 days.
- The 28 day calculation includes rest days, public holidays, annual leave and sick leave.

### Police Staff

- If an individual, team or function is temporarily or permanently relocated or redeployed as a result of, or part of, organisational change, medical capability or a disciplinary outcome; there is no entitlement to claim any travel expenses, even if the new location is further from their home.
- Police staff members who request a transfer to another location will not be entitled to claim any travelling expenses.
- Police staff members who are required by the organisation, on a permanent or temporary basis, to transfer to another location where it is not part of organisational change will be eligible to reclaim some additional travel costs and travel time.



- Payments will only cover additional mileage incurred by the individual as a result of travelling from home to the new place of work. Excess additional mileage will be paid at the local mileage rate or the individual will be reimbursed the additional costs arising from using public transport. This does not cover the use of taxis. Additional travel costs and travel time can be reclaimed for a maximum of 6 months.
- An individual can apply for additional financial support from WYP in exceptional circumstances when a required transfer created acute financial hardship. The request must be in writing to the People Director via the Head of Employee Relations and clearly state the nature of the support requested and a justification. Such payments are to alleviate particular financial hardship and not for an 'out of pocket' expense. The decision made at this stage is final.

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**Police Staff and  
Police Officers**

- If an individual applies for a temporary posting (i.e. not required by WYP to move) where the normal place of work changes, there is no entitlement to travel expenses as the new work location becomes the normal place of work during the temporary period.
  - Where there is uncertainty on the eligibility to claim, individuals must discuss with their manager/supervisor who has the responsibility to oversee staff and support eligibility and expectations.
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## Special Constables, Police Support Volunteers and Community Volunteers

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**Principles**

- Claims can be made for travel expenses for journeys within the West Yorkshire county area only, regardless of the mode of transport used.
- Expenses will not be paid for any journey outside the West Yorkshire county area, unless it's a specified regional role.
- Reimbursement for mileage expenses can be claimed for journeys from home to the usual place of duty, or to another place of duty, subject to the restrictions above. Mileage expenses will be paid at the local mileage rate.
- If a personal vehicle is used to travel outside of the West Yorkshire county area as part of approved duties, advice must be sought from the Specials Liaison Officer/Line manager before making a claim.
- Special constables may use their warrant card to travel free on buses within West Yorkshire whether they are on or off duty, subject to the restrictions stated in the Gifts and Hospitality policy. This does not apply to police support volunteers or community volunteers.
- Upon production of their warrant card Special Constables are also authorised to travel on northern rail services, to and from their place of work or in connection with police duties, in line with the Gifts and Hospitality policy. This concession does not include leisure travel and excludes friends and family.

- Before planning a journey via taxi, approval must be first sought from a member of the appropriate Senior Leadership Team.
  - Residing outside the West Yorkshire county area and travelling by car, a claim can be made for the appropriate number of miles from the West Yorkshire border to the place of duty.
  - Residing outside the West Yorkshire county area and travelling by public transport, in order to ensure expenses are paid in a consistent and transparent way, all expenses will be paid based on the cheapest mode of transport, at the relevant number of 'in area' miles.
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**Regional/  
National  
Volunteers**

- Volunteers in specified regional and national roles are entitled to claim travel expenses for journeys within the relevant regional or national area, regardless of the mode of transport used. Individuals must obtain approval from their supervisor before undertaking the journey outside of their usual region.
  - If an individual resides outside of the region they volunteer within, then they can only claim the appropriate number of miles from the relevant border to their place of duty.
  - If a volunteer travels by public transport, in order to ensure expenses are paid in a consistent and transparent way, all expenses will be paid based on the cheapest mode of transport, based on the number of 'in West Yorkshire county area' miles.
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**Making a Claim**

- Community volunteers will be reimbursed for any reasonable travel expenses in line with the criteria stated at each event by the event co-ordinator on production of receipt.
  - For special constables and police support volunteers the process is different, and they must on the first occasion submit a Fin 19 form to the relevant Customer Services mailbox, before submitting a claim for expenses.
  - Special constables must then claim expenses by completing a Fin 7 form and submitted via their section officer for approval.
  - Police support volunteers must then claim expenses by completing a Fin 7a form and submitted via their supervisor for approval.
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## Additional Information

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### Compliance

This policy complies with the following legislation and policy:

- Management of Health and Safety at Work Regulations 1999
  - Police Regulations
  - Health and Safety Act 1974
  - Police Staff Terms and Conditions
  - Data Protection Act 2018
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### Supporting Information

The supporting information for this policy can be accessed.

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