

**AUTHORISED
ALLOWANCES
POLICY**

Policy Objective

The aim of this policy is to set out the expenses the Police and Crime Commissioner may claim in carrying out their duties.

Policy Statement

The Police and Crime Commissioner for Hertfordshire is committed to being open and transparent, as such it is important that allowances paid to the Commissioner are available to public scrutiny. In addition to an annual salary, the Secretary of State for the Home Office has determined that Commissioners may claim reasonable expenses incurred in the exercise of their functions¹. These are listed below:

Type of Expense	Key Restriction	Rates
Train fare	In the course of business	Reimbursed up to standard class fare
Mileage allowances	Only if necessary	As per HMRC ² rates
Taxis	Only where public transport is not available	Cost of taxi fare
Foreign Travel	Prior authority from chief executive and for business purposes	Economy class for flights
Hotel Accommodation	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 Chief Executive is responsible for verifying and auditing expense claims. Any claim for exceptional expenses incurred will be approved by the Chief Executive who will take the following factors into account:

- Whether there are exception circumstances warranting additional support

¹ The Commissioner may exceed the determined allowance but can only claim reimbursement to the level set by the Home Secretary, a description of each item will be published in addition to the amount claimed.

² HM Revenue and Customs

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- 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 Commissioners performance of their functions will be significantly impaired by a refusal of the claim.

Expenses claimed in respect of this policy will be published in the 'What we cost' section of the www.hertscommissioner.org website on a quarterly basis.

Members of the Commissioner's staff including the Deputy Commissioner (if appointed) may be reimbursed for all reasonable and necessary travel and subsistence expenses incurred in the course of their duties, subject to the conditions set out in their contracts of employment.

Related Legislation and Documentation

- Police Reform and Social Responsibility Act 2011
- Secretary of State for Home Department's determination on police and crime commissioner expenses
- The Elected Local Policing Bodies (Specified Information) Order 2011
- Equality Act 2010

Administration

Document Version	Date	Status/amendment
1.0	February 2013	New policy
Author: Role:	Peter Hinton Performance and Operations Officer	
Policy approver: Role:	Andrew White Chief Executive	

Equality Impact Assessment	Date Completed:	March 2013
	Overall Level of Impact: Low	No negative impacts have been identified as a result of this policy