



POLICE AND CRIME COMMISSIONER EXPENSE CLAIMS

Paragraph 3 of Schedule 1 of the Police Reform and Social Responsibility Act 2011 provides that a police and crime commissioner is paid authorised allowances.

Authorised Allowances

Authorised allowances reimburse expenses incurred by the Commissioner in carrying out their duties. This is not a general gratuity for undertaking the role – the Commissioner is paid a salary determined by the Secretary of State on the advice of the senior salaries review board.

Allowances may be paid in respect of:

- travel expenses
- subsistence expenses
- exceptional expenses

The amounts which may be claimed have been determined by the Secretary of State as:

TYPE OF EXPENSE	KEY RESTRICTION	RATES
Train	In the course of business	Reimbursed up to standard class rates
Mileage	Only if necessary	As per HMRC rates
Taxis	Only where public transport not available	Cost of taxi fare
Foreign travel	Prior authority from the Chief Executive and for business purposes and agreed in advance	Economy class 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 other types	Reasonably incurred in carrying out business of the commissioner	As approved by the Chief Executive

Chief Executive Approval

The Commissioner's Chief Executive will subject all of the Commissioner's claims for expenses to rigorous verification and auditing.

Any claims for exceptional expenses incurred by the Commissioner in the exercise of the Commissioner's functions will require the approval of the Commissioner's Chief Executive. In considering whether to grant this approval the Chief Executive shall take the following into account:

- whether there are exceptional circumstances warranting additional support
- 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 Commissioner's performance of their commissioner functions will be significantly impaired by a refusal of the claim

Publishing Allowances

Under paragraph 1(d) of the Schedule of Elected Local Policing Bodies (Specified Information) Order 2011, Police and Crime Commissioners are required to publish the allowances paid to them and their deputies in respect of expenses incurred by the Commissioner or Deputy in the exercise of the Commissioner's functions.