

Covered in this document:

Meal Allowances – per person.



Hotel Accommodation



Optician Expenses



Train Journey's



Motor Car/Mileage Allowances



Accountability & Responsibility

MFSS Guide



General Rules:

Officers and staff can claim for expenditure incurred in the course of duty provided it is:

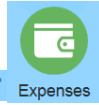
- a) Necessary
- b) Reasonable
- c) Additional to what the Officer might otherwise have incurred
- d) Backed up by a detailed VAT receipt, showing the VAT number and details of what has been purchased. A credit/debit card receipt does not count.

This document summarises the allowance rates, and the rules of what can/cannot be claimed.

You should note that the allowance rate is the maximum you can claim and should be used for its intended purpose, i.e. to provide you with a reasonable meal. Supermarket receipts for a shopping list that meet the allowance are not acceptable, neither is a receipt for a meal for more than one person. The allowance is not a target to reach.

The following applies to officers and staff of all ranks – there is no higher rate payable for senior officers and staff. The rates are also consistent across the tri-force, including EMOpSS and EMSOU. Receipts and appropriate supporting paperwork should be scanned and attached to the expenses claim.

Disciplinary action may be taken if it is found that Officers / Staff are making inappropriate claims or claiming for things that should be purchased by alternative methods.



Please also read the MFSS Guide **ORACLE** Expenses at the end of this document.



Meal Allowances – per person.

Rates per person.

Breakfast (early/pre-shift meal): One course meal or snack (for one person)	£5 including VAT
Lunch (mid shift meal): One course meal or snack (for one person)	£7 including VAT
Dinner (late/post-shift meal): One or two course meal (for one person)	£15.00 including VAT

In addition a non-alcoholic drink up to the value of £2.50 is allowed for each meal type.

Conditions under which a meal can be claimed.

When a member of a police force is necessarily prevented in the course of a tour of duty from obtaining a meal in the usual way, ***reimbursement will be made for the difference between a meal obtained and the meal that would normally have been taken in the course of that tour of duty***, provided that the additional expenditure is reasonable and backed by a receipt.

When a member of a police force is retained on duty, without prior warning, for a minimum of 2 hours beyond the normal daily period of duty, reimbursement will be made for the cost of any meal necessarily obtained provided that expenditure is reasonable and backed by a receipt.

The usual place of duty for this purpose is the police establishment in which the member is stationed. The chief officer shall determine the date at which a member on duty away from the usual establishment becomes for the time being stationed at the place where the officer is temporarily on duty.

Casual/planned overtime will not automatically trigger a claim. It will depend on whether the individual can take a meal in the normal way and must have **prior** approval from the line manager.

If called to work on a rest day and the rest day is re-rostered, then the day becomes a normal working day and no subsistence / refreshments reimbursement claims can be made.

If casual overtime is worked on a rest day (even if re-rostered) then subsistence / refreshments reimbursement claims can be made if the officer chooses to do so.

If it is planned or reasonably anticipated that the Police Officer/Police Staff will be working out of the Force area / Region during a normal tour of duty this would not ordinarily constitute a claim for subsistence / refreshment reimbursement.

If the Police Officer or Police Staff has been made aware prior to the commencement of the duty that they will be unable to take a meal in the normal manner then claims will be allowed.

If the Police Officer or Police Staff is required to work out of force at short notice and they are unable to take a meal in the usual manner then subsistence claims can be made in the usual way.

Please note if claiming for takeaways or snacks you are permitted to claim for the following within the allowance, Sandwiches (max 2) and or salad, plus a packet of crisps, fruit (max 2 pieces) and a drink of tea / coffee, soft drink or water, single portions of chocolate / biscuits or sweets. Pizza, fish and chips, McDonalds or Burger King meal – **for one person**.

Drinks should only be claimed as part of a valid meal claim but in the event of an officer / member of staff being unable to get drink in the normal way e.g. undertaking a long journey, then the purchase of tea, coffee, soft drink or water will be deemed as a reasonable claim.

A requirement to attend court is pre-planned, therefore officers / members of staff will be expected to make their own meal arrangements (no facilities to store a packed lunch is not a reason to make a claim).

Training courses and conferences are booked in advance and therefore claims for subsistence / refreshments should not be made.

It is acknowledged that there could be instances whereby the cost of meals might exceed the above limits. Officers/Staff should, therefore, seek prior approval from their line manager to exceed the limit and when claiming reimbursement should ensure that the line manager can provide evidence of this prior to the date of claim. Best practice would be to scan an email attachment to the claim along with the receipts.

Exclusions – You cannot claim if:

- A meal / packed lunch is provided (regardless of whether you choose to take advantage of this provision), except for reasons of medical / dietary / religious preference.
- Officers / members of staff eat in a different place to their normal base.
- It is a public holiday. If an officer / member of staff is rostered to work it is classed as a normal working day.
- There are no canteen facilities or the officer / member of staff is working away from their base but within the Force area.

Exclusions – **You cannot claim for:**

- Alcohol
- Newspapers / Magazines
- Large Bags of Sweets
- Chewing gum
- Family sized packets of biscuits
- Family sized bottles of drink
- More than 2 pieces of fruit (unless dietary requirements)
- Items in excess of what would be required for the preparation of one meal for one person
- Medicines (including indigestion tablets, aspirin etc.)

Remember – you can only claim for the difference between the meal obtained and the meal that would normally have been taken in the course of that tour of duty.



Hotel Accommodation

Hotel Accommodation MUST be booked through MFSS, you must not arrange any bookings in person, this contravenes the contracts the force has in place and will result in any expenses claim being rejected.

Rates per person per night:

Overnight accommodation taken from 'Premier Inn or equivalent', all rates are room only and including VAT.

Within Central London:	£110
Greater London/other cities:	£80
Outside Central London:	£65

Incidental expenses allowance for those attending residential training courses:

Per Night:	£4.43
Per 4 nights	£17.77

Conditions under which a hotel can be booked.

There is no specified distance from home/base station to which a hotel can be used, however it is expected that officers/staff will be mindful of cost and travel distance when making a request. Line Managers should approve the use of a hotel.

.

Preparation is the key with accommodation, the majority of the time the requirement for accommodation is known well in advance, please don't leave it until the last minute.



Optician Expenses

The following rates apply:

Safety Spectacles:

- Single Vision Spectacles £70 plus £3.50 if a VAT receipt is provided
- Varifocal/Bifocal Spectacles £82 plus £4.10 if a VAT receipt is provided

Officers/Staff who qualify for 'Safety Specs' (definition – officers/staff who come into contact with members of the public) are allowed a **contribution** towards a pair of specs every two years – unless there has been a change in prescription in the meantime. Eye test costs are NOT paid for 'safety specs'.

It is appropriate to remind Officers that Safety Spectacles are provided to a standard specification, tinted specs and impractical frames are not permitted.

VDU Users (Visual Display Unit)

- VDU Eye test £20
- VDU Spectacles £40

Officers/Staff who use a display screen for the majority of their time at work are entitled to have the cost of their eye test reimbursed to the value stated above every two years. If their optician prescribes specs for display screen use they are entitled to a contribution of £40 towards the cost.

Contact Lenses

If purchasing contact lenses the same amount applies as for glasses.

Conditions:

- a) Before** you have the eye test, download a G105 form and complete **Part 1**. This can be located on the intranet.
- b)** Take the form to the Optician who should then complete Part 2 indicating what they have supplied to you the patient. You should then pay for the items and obtain a VAT receipt.
- c)** Scan the G105 form and the receipt and attach to your on-line expenses claim, only claim up to the values detailed above.



Train Journeys

Train tickets MUST be booked through MFSS, you must not arrange any bookings in person, this contravenes the contracts the force has in place and will result in any expenses claim being rejected

When undertaking a journey you must consider:

- The cost to the force.
- Operational requirements.

Preparation is the key with train journeys, the majority of the time the requirement for a train ticket is known well in advance, please don't leave it until the last minute.



Motor Car/Mileage Allowances

Officers and Staff are reminded to consider use of the cheapest mode of transport BEFORE using their own personal vehicle. The force has an extensive pool car fleet and in all circumstances this option should be explored first.

If circumstances are such that you need to use your personal vehicle you may only do so if your vehicle insurance policy covers business use and indemnifies the Police Authority against third party claims.

Home to base mileage must be deducted from claims where you have travelled to and from your home to a place of work.

Police Officer & Police Staff rates

	451-999cc	1000-1199cc	1200-and over
Essential Users			
Lump Sum per month	£70.50	£80.25	£103.25
Cars per mile – first 10,000 miles	45p	45p	45p
Cars per mile – after 10,000 miles	25p	25p	25p
Casual Users			
Cars per mile- first 10,000 miles	45p	45p	45p
Cars per mile – after 10,000 miles	25p	25p	25p
Cycle	20p		
Motorcycle	24p	24p	24p

The mileage rate for volunteers and specials is 45p per mile.

See Mileage Rate Changes Take Effect - Under force messages on the intranet, if you are unsure how to claim your mileage.

Please note that claims for mileage expenses within Oracle must be in whole miles and not part miles.

If the number behind the decimal point is less than 5, it is rounded down to the next whole number. If the number behind the decimal point is 5 or more, it is rounded up to the next whole number. For example, if your claim is for 5.2 miles, you will now need to enter 5 miles into iExpenses.



Where officers/staff have over-claimed and there is no justification, then the amount over the claim will be re-claimed from the following month's salary. Officers/staff will be notified of this in advance of the deduction being made.

It is acknowledged that there could be instances whereby the cost of meals might exceed the above limits. Line managers must only support claims exceeding the above limits if they have been made aware that this is a possibility prior to the Officers/Staff incurring such a cost. Line Managers will be asked to provide evidence that they have given prior approval.

Best practice would be to scan any supporting information to the claim along with the receipts.

You will be prompted within the system where you have made a claim and it has exceeded the allowances limits stated above, if you override this warning the claim will form part of an audit check, you will be asked to justify your claim and it may be scrutinised by PSD.

The retained finance team have been charged with ensuring that expenses claims are within those approved by the Force Executive Board and the Police and Crime Commissioner, where claims fall outside of those approved in policy, the retained finance team must challenge the claim. This will result in either the claimant providing further clarification which will satisfy the policy and therefore be approved, the claimant confirming that they have been overpaid and that the overpayment amount will be reimbursed through payroll or in very rare circumstances a referral to Professional Standards Directorate for further investigation. The retained finance team must report their findings to the Chief Financial Officer and the PCC on a regular basis.

The allowances stated in the policy are regardless of venue or location in the country, it is considered that the claimant will chose a venue to their satisfaction and claim up to the amounts in policy.

Officers and staff are reminded that claims should be in accordance with Policy, but taking into account the Code of Ethics and the forces PROUD values.

MFSS Guide



There are 3 areas within i-expenses where you can submit a claim, ignoring the one relating to mileage, the other two are described below;

Receipt-based expenses

Nottinghamshire Police will not accept claims for the areas in red.

Books & Magazines	- Nottinghamshire Police do not permit claims for books & magazines.
Breakfast	- Permitted within the limits detailed above.
Evening Meal	- Permitted within the limits detailed above.
External Training Exp	- Must be sourced through L&D, not permitted on expenses.
Eye Test	- Permitted within the limits detailed above.
Fares car parking & tolls	- Permitted if part of a journey on force business.
Internal Training Fees	- Must be sourced through L&D, not permitted on expenses
Lunch	- Permitted within the limits detailed above.
Medical Reimbursement	- Managed by HR/OHU.
Overnight Accommodation	- Must be sourced through MFSS by creation of a requisition.
Removal Expenses	- Managed by NOPCC.
Spectacles	- Permitted within the limits detailed above.
Telephone Line Rental	- In accordance with the terms & conditions of your employment.
Training Fees	- Must be sourced through L&D, not permitted on expenses
Misc Sundry Expenses	- Any claims made must have general report attached authorising claim by your Line Manager.

Per Diem expenses

Hardship Allowance	- In accordance with the terms & conditions of your employment.
On-Call Allowance	- Payable to Police Officers, and paid through salary.
Overnight Allowance	- In accordance with the terms & conditions of your employment for being 'held in reserve', in line with PNB/local agreement. Please note a member is not held in reserve if you are serving away from your normal place of duty by reason of being on a training course or carrying out routine enquiries. Detailed justification needs to be given to ensure your claim is processed.
Standby Allowance	- Payable to Staff and claimed via expenses.
Dead Bodies Search	- In accordance with the terms & conditions of your employment.
Mutual Aid Deployment	
For Inspectors	- In accordance with local agreement.
Overnight Allowance	
Training	- Incidental expenses allowance for those attending residential training courses.