

**Report to:** Police Authority  
**Agenda item:** 9  
**Date:** Thursday 24<sup>th</sup> September 2009  
**Subject:** BTPA Expenses Policy  
**Sponsor:** Chairman  
**Author:** Sam Elvy  
**For:** Comment and approval

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## 1. Purpose of paper

- 1.1 To present a draft of the BTPA Expenses Policy to the full Authority for comment and approval.

## 2. Background to the policy

- 2.1 In 2005 the Secretariat developed a Member Allowances Scheme which was approved by the Authority's Audit & Corporate Governance Committee at its meeting on 11<sup>th</sup> November 2005. Subsequent amendments to this document were signed off by both the Audit Committee and the DfT in 2006 and 2008.
- 2.2 While the Allowances Scheme establishes the Authority's arrangements for Member remuneration and a small range of supplementary expenses it does not apply to Secretariat staff nor establish clear limits for a range of other expenses.
- 2.3 Increasing external interest in public expenditure has resulted in a number of Freedom of Information Requests being made to the Authority in relation to Member and staff expenses. As such it is timely to revisit the Authority's current documentation around expenses to ensure that arrangements are appropriate, formally agreed and transparent.

## 3. Development of the policy

- 3.1 In developing the draft policy (attached to this paper at Appendix A) the Secretariat has reviewed a number of external expenses policies to establish the both the range of items which might be claimed as expenses and the limits which have been set by other organisations.

3.2 The spreadsheet attached at Appendix B summarises the contextual data collected from this review of external policies.

#### **4. Diversity implications**

4.1 An initial equality impact assessment has been carried out on the attached policy and no diversity implications arise from this report.

#### **5. Financial implications**

5.1 There are no financial implications arising from this report.

#### **6. Risk implications**

6.1 There are no risk implications arising from this report.

#### **7. For comment and approval**

7.1 Members are asked to approve or make recommendations for amendments to the attached policy.

# British Transport Police Authority

## EXPENSES POLICY



Author	Sam Elvy
Date approved	
Date last reviewed	N/A
Date of next review	September 2010
Reference number	
Protective marking	Not Protectively Marked
EIA completed	Yes

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# British Transport Police Authority Expenses Policy

## 1. Policy statement

The British Transport Police Authority is the independent body...

### 1.1 Who the policy applies to

This document provides guidance on expenses for all Authority Members and Secretariat Staff and will also apply to all contractors carrying out work on behalf of the Authority.

## 2. Purpose of the policy

This policy is intended to provide a clear framework for claiming and reimbursing Member and staff expenses and to establish agreed limits for doing so.

## 3. Links to other documents

It may be useful to read this policy in conjunction with the following;

- BTPA Corporate Governance Statement, in particular Annex 1 Financial Management and Financial regulations and Annex 8 Delegations to Officers
- BTPA Member Allowances Scheme

## **4. Responsibilities under the Policy**

### **4.1 General Responsibilities**

The Authority expects that all Members and staff will lead by example and will, wherever possible, embrace the spirit of this policy and adopt the practices it proposes. Day to day responsibility for the creation, monitoring, and revision of the policy will rest with the Secretariat's Research and Policy Manager.

### **4.2 Receiving and processing expenses claims**

Transaction responsibility for receiving and processing expenses claims rests with the Secretariat's Business Support Manager.

### **4.3 Monitoring expenses claims**

Oversight and monitoring of all expenses claims will be carried out by the Chief Executive. The Business Support Manager will also refer any exceptional expenses claims to the Treasurer for consideration.

Claim forms for all Members and staff will be signed by the Chief Executive; the Chief Executives claim form will be signed by the Chair.

## **5. Employees with special requirements**

All Members and staff should be guided in the first instance by the limits set out in section 6 below. However the Authority will reimburse any reasonable expenses relating to travel and accommodation for Members or staff that have special requirements.

## 6. Categories of expenses & limits for claims

### 6.1 Travel

When undertaking travel on Authority business Members and staff are encouraged to take the most cost effective mode available and wherever possible to pre-book tickets in order to secure the best value fare. A schedule of the meetings for the coming calendar year is prepared in August each year and a copy can be obtained from the Secretariat Business Support Manager. The Secretariat is also able to assist with planning and making travel bookings on behalf of Members and staff.

#### 6.1.1 Home to work travel

The Authority will meet the reasonable the costs of travel undertaken on Authority business. The Authority will not meet the costs of the following as they are not considered to be travel which is undertaken on Authority business for the purposes of this policy;

- Travel between home and the permanent place of work  
(for Authority Members, travel to scheduled Authority/committee meetings or travel on other Authority business will not be considered home to work travel and will be reimbursed)
- Travel which is primarily for private purposes

Where additional expenses are incurred as a result of serious travel disruption on a normal home to work journey the Authority will reimburse reasonable receipted expenses.

#### 6.1.2 Taxis

Members and staff are encouraged to use public transport whenever possible and should only use taxis where other modes of transport are unavailable or impractical, for example when carrying heavy equipment. Taxis may also be used if it is the most economic mode of transport, for example if Members or staff share a taxi.

Wherever possible Members and staff should pre-book taxis through the Secretariat. Expense claims for travel by taxi must be supported by a dated receipt and details of the start/end destination and the purpose of the journey noted on the accompanying claim form.

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### 6.1.3 Late night travel

Where personal safety is a concern, taxis may be used for home to work travel in the following circumstances;

- After 9pm a taxi may be taken to the nearest tube or connecting railway station for onward travel. Claims should be supported by a date/time stamped receipt.
- After 10pm a taxi may be taken from the place of work directly to your home address. Claims should be supported by a date/time stamped receipt.
- Other exceptional, preauthorised occasions.

### 6.1.4 Travel by train

For journeys of up to 2 hours (for the Authority's purposes this will include travel between London and Birmingham New Street) Members and staff should travel by standard class unless there is a clear business need to travel by first class. Where an Authority Member or member of Secretariat staff is travelling with a group who are travelling in first class then first class travel is permitted.

All claims for train travel must be supported by a receipt and the purpose of the journey should be noted on the accompanying claim form. Members and staff are encouraged to book their train journeys as far ahead as is practical in order to secure the best possible fare.

### 6.1.5 Air travel

Travel by air should only be used when it is the most efficient mode in terms of cost and/or time. For the purposes of Authority business it is envisaged that all air travel will be made by economy class unless there is an operational need for a fully flexible ticket or where business class is the only option available for late notice bookings. In the interests of securing best value Members and staff are asked to make their travel arrangements at the earliest opportunity.

### 6.1.6 Motor car/motor cycle mileage claims

Where it is more cost effective to do so Members and staff may claim mileage at the following rates for using a personal vehicle to travel on Authority



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business (subject to the exclusions set out in section 6.1.1 above relating to home to work travel).

Car mileage first 10,000 business miles in a tax year = 40p per mile

Car mileage over 10,000 business miles in a tax year = 25p per mile

Motor cycle mileage = 24p per mile

Individuals are responsible for ensuring that their vehicle is taxed and roadworthy and that they have appropriate insurance which provides personal cover for business use. Members or staff making mileage claims will be asked to complete a self certification form confirming these details (See Appendix A for a copy of this form).

### **6.1.7 Executive cars/chauffeur vehicles**

Members and staff should only use corporate cars in exceptional circumstances; where public transport is not appropriate taxis should be used in the course or normal Authority business. The Secretariat is able to book corporate cars on account and all requests for such bookings should be directed via the Secretariat office on 020 7383 0259.

### **6.1.8 Oyster cards**

Where Members and staff wish to claim for the costs of tube, train or bus travel (subject to the exclusions set out in section 6.1.1 above relating to home to work travel) paid for on an Oyster card a completed claim form should be supported by an Oyster Card usage statement with the relevant journeys identified.

Where an amount of money has been prepaid onto an Oyster Card which will be for use on Authority business this can also be reclaimed but should be supported by a short declaration that the amount claimed is solely for that purpose.

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### **6.2 Accommodation**

#### **6.2.1 Hotel accommodation (London/non-London)**

The actual receipted cost of overnight accommodation including breakfast will be met by the Authority within the limits set out below unless there are exceptional circumstances in which these limits are not appropriate;

London (within the M25)                      £160 per night including breakfast and VAT

Non-London (outside the M25)    £130 per night including breakfast and VAT

The Secretariat has identified a list of preferred hotels both in London and the regions which provide suitable accommodation within the limits set out above. Please contact the Secretariat for details of these hotels or to make a booking.

### **6.3 Subsistence**

#### **6.3.1 Evening meal**

Where Authority business requires Members or staff to stay away from home overnight and dinner is not included in the cost of accommodation; the actual cost of an evening meal can be claimed within the following limits:

Actual receipted expense up to £25 per night.

The cost of alcohol with the meal may be claimed within the limits set out above.

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### 6.3.2 Breakfast

Where Authority business requires Members or staff to stay away from home overnight and breakfast is not included in the cost of accommodation; the actual cost of breakfast can be claimed within the following limits:

Actual receipted expense up to £10 per night.

### 6.3.3 Entertaining

Members and staff may reclaim reasonable/appropriate actual costs of entertaining on behalf of the Authority within the limits set out below. An expenses claim form should be completed which sets out the names of all BTPA and external guests and the reason for the entertainment.

Lunch (per head)	London £45	Elsewhere £35
Dinner (per head)	London £50	Elsewhere £40

## 6.4 Miscellaneous expenses

### 6.4.1 Business calls

The Authority will not reimburse the costs of line rental but the actual costs of calls made from home or from a mobile phone on Authority business can be claimed up to the following limits;

- £30 per month for landline calls
- £50 per month for calls made from a mobile phone

Claim forms should include the details of the call and be accompanied by a copy of the relevant page from an itemised phone bill.

### 6.4.2 Professional subscriptions

The cost of an annual subscription to a professional body may be reclaimed provided that membership is relevant to the work of the Authority.

## **7. Expenditure not covered**

7.1 The Authority will not reimburse expenses claimed for the following;

- Home to work travel except in those circumstances set out in section 6.1.1 above
- Travel and subsistence for events that you have been invited to in a personal capacity
- Travel and subsistence for spouses/partners or travelling partners except where this is in support of an individual with special requirements
- Expenditure relating to casual or personal entertaining

## **8. Payment of expenses claims**

### **8.1 Making a claim**

Claims should be made on a monthly basis wherever possible and all claims must be made on a BTPA claim form (see Appendix B) and accompanied by receipts for all the items claimed.

Any additional information required in support of particular types of claims are set out under the individual headings in section 6 above.

### **8.2 Approval of claims**

Expenses claims which fall within the limits set out in section 6 above will be approved for payment by the Secretariat Business Support Manager following sign off by the Chief Executive or Chair. Any claims made which fall outside of these limits will be passed to the Chair for approval.

### **8.3 Payment of claims**

Expenses will be paid via BACS in the next payroll run following receipt of a claim.

## **8. Monitoring arrangements**

[Do we just want to monitor internally or do we want to send interim reports to SB&PM or the Authority]

## **9. Contact Details**

For further information on the Authority's expenses policy or to request this document in an alternative format or language please contact us at:

British Transport Police Authority  
5th Floor North  
The Forum  
74-80 Camden Street  
London  
NW1 0EG

Tel: 020 7383 0259

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Examples of thresholds on expenses policies July 2009

Thresholds applied

Expense type	British Transport Police 2008	Met Police Authority 2006	Ofcom 2008	National Police Improvement Agency 2008	Royal College of Opthamologists 2008	DfT 2009 figures	Home Office Police Appeals Panel guidance	Range	Explanatory notes /commentary
Home to work travel (regular commute)	Not paid	Not paid	Not paid	Not paid	Not paid	Not paid but interest-free loans for season tickets	N/A	Not paid	If additional costs are accrued due to disruption or emergency/extreme events most policies state that these costs will be reimbursed
Taxis	N/A	Minimise use - appropriate circumstances set out in policy	Received - only where cost effective to do so or where no other suitable mode is available	Reimbursed with receipt where no other suitable method	Not to be used for short journeys. Bus/tube is preferred mode. Receipted only when no suitable alternative is available.	Receipted actuals where no reasonable/practical alternative	Only where no other suitable mode exists then with a receipt	Reimburse actual with receipt	Use of taxis, particularly in central London, is generally discouraged unless it is cheaper than the equivalent fare for public transport, if more than one person is travelling or if heavy equipment/work items have to be carried. Start point, destination and purpose of journey should be set out on claim form.
Late night travel (after 9pm)	N/A	Taxi after 9pm	After 9pm taxi to nearest station for onward travel After 10pm taxi home	N/A	N/A	Taxi late at night (not defined) or for reasons of personal safety		After 9pm with times receipt	
Car mileage 1st 10000 miles	40p per mile	40p per mile	40p per mile	32p per mile	40p per mile	40p per mile (25p if public transport available)	40p per mile	32-40p per mile	
Car mileage > 10000 miles	N/A	25p per mile	25p per mile	25p per mile	25p per mile	25p per mile	N/A	25p per mile	
Motor cycle mileage	N/A	N/A	25p per mile	24p per mile	N/A	24p per mile	N/A	Not paid	
Bicycle mileage	N/A	7p per mile	20p per mile	6p per mile	N/A	20p per mile	N/A	6-20p per mile	
Parking/tolls/congestion charge	N/A	N/A	Actual receipted expense	Actual receipted expense	N/A	Actual receipted expenses	N/A	Actual receipted expense	These costs will only be met in relation to travel for business purposes not for home to work travel
Train travel up to 2 hours	Standard	Standard	Standard	Standard	Standard	Actuals - normally First class SEO and above, Standard class otherwise	First	Standard	Most policies state that discounted 1st class travel can be booked if it is cheaper than the lowest standard class fare or if other members of the party have booked to travel 1st class or if the need to work on the trip can be demonstrated.
Train travel > 2 hours	First	First	First	First	First	As above	First	First	Tickets must be booked at the earliest opportunity in order to secure the best fare possible.
Air travel domestic flights	Economy	Economy	Economy	Economy	Economy	Normally business /club class Director and above, otherwise Economy	N/A	Economy	Travel by air should only be undertaken if this is the most efficient way to make the journey. A business class ticket may be booked if that is the only option available or if the fare is the same or cheaper than the cheapest available economy fare.

Travel

Accommodation	Overnight accommodation guidance notes			Should only be booked if business cannot be completed in one day or if travel to home exceeds 100 miles			Will reimburse actual receipted expenditure up to limits set out below	Only payable if away from normal place of residence for 24 hours or more	100 miles from home	
	Room rates London (inside M25)	£160 including breakfast and dinner	N/A must be booked through member services	£120 including breakfast	£99 including breakfast	£120 room only	£110 per night	£96 including dinner and breakfast	£99-160 per night including breakfast	Suggest BTPA compiles a list of preferred/approved hotels
	Room rates non-London	£130 including breakfast and dinner	N/A must be booked through member services	£95 including breakfast	£69 including breakfast	N/A	£90 per night	£96 including dinner and breakfast	£69-130 per night including breakfast	Suggest BTPA compiles a list of preferred/approved hotels
Subsistence	Subsistence evening meal	Actual receipted expense up to £25	Actual receipted expense up to £25	Actual receipted expense up to £25	Actual receipted expense up to £25	N/A	Included in room rate	£9.30 (flat rate no receipt)	Up to £25	
	Subsistence breakfast	Actual receipted expense up to £7.50	Actual receipted expense up to £10	Actual receipted expense up to £15	Actual receipted expense up to £7.50	N/A	As above	£4.25 (flat rate no receipt)	£7.50-£15	
	Late working dinner (after 9pm)	N/A	N/A	Actual receipted expense up to £15	N/A	N/A	£3.85	N/A	£15 after 9pm	
	Staying with friends	N/A	N/A	£25 per night	N/A	N/A	£25 per night		£25 per night	Claim must be accompanied by a detailed claim form
	Entertaining - lunch	With receipt up to £30 per head	Reasonable receipted expense	With receipt up to £45 London/£35 elsewhere per head	N/A	N/A	Receipted actuals may be reimbursed	N/A	£30-45 London	
	Entertaining - dinner	With receipt up to £30 per head	Reasonable receipted expense	With receipt up to £50 London/£40 elsewhere per head	N/A	N/A	As above	N/A	£30 non-London £40-50 in London	
	Business calls from home/mobile/hotel	N/A	With proof up to £50 per month	With proof from a bill - excludes line rental costs	N/A	With proof from a bill	Receipted actuals	With proof from a bill	Up to £50 per month	
	Professional subscriptions	N/A	With receipt				N/A	N/A		
	Carers		Max £6 per hour no over all limit				£4 per hour per child, London and SE. £3.50 elsewhere	Actual receipted	£6 per hour	
	Office equipment						Receipted actuals		Establish own limits	Up to £125 for fax machine and up to £150 for other items such as a filing cabinet etc
Miscellaneous	Business consumables					Receipted actuals	Eg. Postage with a receipt	Actual with receipt		Receipted expense - see BTPA Members Allowances Scheme for limits
	Incidental expenses					£5 per night away				
	Claim period	Monthly	Up to 3 months	Monthly	N/A	Up to 6 months			1-6 months (as soon as possible)	