

## **Travel**

1. Travel allowances are payable to all Panel members who necessarily incur expenditure in the performance of an approved duty. Panel members should travel by Public Transport where reasonably possible.
2. Bus & Rail Travel costs – the amount of the ordinary Standard Class fare at the cheapest rate available for the journey wherever possible.
3. Private Motor Vehicle costs – The mileage rates are the prevailing HM Revenue and Customs limits for tax allowance purposes. Currently these are as follows:
  - a. Cars and Vans: First 10,000 miles: 45p per mile Over 10,000 miles: 25p per mile
  - b. Motorcycles: First 10,000 miles: 24p per mile Over 10,000 miles: 24p per mile
  - c. Bicycles: First 10,000 miles: 20p per mile Over 10,000 miles: 20 p per mile
4. Panel members who submit mileage claims for reimbursement must request and submit VAT receipts for the purchase of fuel to support their claim.

## **Subsistence**

5. Where expenditure on subsistence is necessarily incurred in the performance of an 'approved duty' outside of the county of Cumbria an allowance not exceeding the following maximum rates may be claimed upon the production of receipts, as set out below:
  - a. Breakfast allowance (more than 4 hours away from normal place of residence before 11 a.m.) £7.00
  - b. Lunch allowance (more than 4 hours away from normal place of residence including the period between 12 noon and 2 p.m.) £9.00
  - c. Evening meal allowance (more than 4 hours away from the normal place of residence ending after 6 p.m.) £15.00
  - d. In the case of an absence overnight from the usual place of residence, Accommodation should be pre-arranged through Democratic Services. However, where a member makes their own accommodation arrangements reimbursement of hotel bills will be limited to the following maximum rates.

Non-London Hotel - £130.00 plus VAT

\* London Hotels - £150.00 plus VAT

\* For the purposes of this, London means the City of London and the London Boroughs of Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and the City of Westminster

## **Submission of Claims**

6. For Local Authority Panel members - Claims under this scheme for the payment of travel and subsistence should be submitted electronically on a monthly basis as per their Local Authority process.
7. For Independent Panel members - Claims under this scheme for the payment of travel and subsistence should be submitted monthly on a form provided by the Host Authority.

## **Approved duties for the purposes of payment of travel and subsistence**

8. Attendance by Panel members at meetings of:
  - a. Police, Fire and Crime Panel,
  - b. Sub-committees and Task & Finish groups created by the Police, Fire and Crime Panel,
  - c. Formal and informal presentations, briefings and agenda setting relating to the functions and work of the Police, Fire and Crime Panel
9. Attendance, authorised by the Chairman, at conferences, training sessions, regional meetings and public meetings relating to the functions and work of the Police, Fire and Crime Panel