

Office of Police & Crime Commissioner – Devon & Cornwall Policy Cover Sheet

Policy Name:	Business travel
Version Number:	V1.0
Date:	19 February 2014
Policy Author:	Lois Swarbrick
Policy Authorised by:	Duncan Walton
Policy Sign off Date:	19 March 2014
Policy Signed off by:	Andrew White – Chief Executive
Cover note:	This policy sets out the high level principles and ethos around business travel and is based on the existing version held by Devon & Cornwall Police (D&CP).
EIA status:	PIA review date: March 2015.

Office of Police & Crime Commissioner – Devon & Cornwall Business Travel Policy

Version dated:

1.0 Contents List [FOIA Open]

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2.0 Policy Statement [FOIA Open]

- 1.1 The purpose of this policy is to set a framework that ensures all business journeys whether inside or outside the OPCC area are undertaken in the most efficient and economical way.

3.0 Introduction [FOIA Open]

- 3.1 Financial Regulations require the OPCC to ensure public funds are used economically, efficiently and in accordance with the statutory and other authorities that govern their use.
- 3.2 Reasonable adjustments will always be considered in the application of this policy

4.0 Procedures [FOIA Open]

- 4.1 The flowchart at [Appendix A](#) sets out the framework for this policy and is required to be used in the first instance to determine the method of travel for any business journey.
- 4.2 All staff who use a police fleet / hire / operational vehicle require the necessary level of authority to drive as detailed in Police Policy [D191](#) prior to using the vehicle.
- 4.3 Staff who use their own vehicle for business mileage must ensure that their vehicle is correctly taxed, fully comprehensively insured with the appropriate business use cover, hold a current MOT certificate (if required) and be maintained to legislative and manufacturers standards. The member of staff must hold a full current driving licence. Failure to comply with these requirements is likely to result in disciplinary action. The OPCC will have the right to undertake spot checks for compliance purposes and staff may be required to produce copies of all relevant documents.
- 4.4 The OPCC does not provide breakdown cover for private vehicles used for business use.

Not Protectively Marked

- 4.5 To comply with European Commission regulations, all staff that use their own vehicle for OPCC business and claim mileage will need to retain VAT fuel receipts dated on or before the date of the journey.
- 4.6 Staff may only claim for journeys between their home and usual place of duty when called out after completion of a normal working day. 'On-call' staff who use their own vehicle may claim from home to place of work.
- 4.7 No claim can be made for journeys from home to usual place of duty on a non-working day unless it is for a second journey on that non-working day (i.e. the member of staff is recalled having completed their normal working day).
- 4.8 Where a member of staff is **required** to use their own vehicle for business mileage, a higher mileage rate will be paid however, authorisation by a budget holder or line manager must be obtained by email prior to the journey being made.
- 4.9 Claims for mileage should be submitted electronically in accordance with the electronic claims user guide. Current rates are listed in the Fees and Charges handbook.

5.0 Audit Declaration

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- 5.1 This policy has been drafted and audited in accordance with the principles of Human Rights legislation, the Equality Act 2010, and the Freedom of Information Act 2000. Under the Freedom of Information Act 2000, the document is classified as 'Open'.

6.0 Review and Ownership

[FOIA Open]

- 6.1 This policy is owned by the Chief Executive who will ensure an annual review of this policy is undertaken.

7.0 Useful Links

[FOIA Open]

- 7.1 [Appendix A](#)
- 7.2 [Appendix B](#)
- 7.3 [Use of fleet or hire vehicles](#)
- 7.4 [Use of own vehicle](#)
- 7.5 [Use of public transport](#)
- 7.6 [Designated Travel User](#)
- 7.7 [Police Fees and Charges Handbook](#)
- 7.8 [Police Policy D191 Driving and Driver Training](#)
- 7.9 [Reasonable Adjustment Step by Step](#)