



Date: 04/03/2024
Our ref: 01/FOI/24/012081/Y

FREEDOM OF INFORMATION REQUEST REFERENCE NO: 01/FOI/24/012081/Y

I write in connection with your request for information dated 06/02/2024, received by Greater Manchester Police (GMP) for the following information:

Please can you confirm the amount paid as an "Essential (Vehicle) User" payment to eligible Officers/Staff and provide a copy of the relevant Policy Document, also list of eligible Posts if not covered within the Policy document.

Result of Searches

Following receipt of your request searches were conducted within Greater Manchester Police (GMP) to locate information relevant to your request. I can confirm that the information you have requested is held by GMP.

The amount payable to essential car users varies depending on the engine capacity of the vehicle. The current lump sum rates are:

- 451-999cc £846 per annum
- 1000-1199cc £963 per annum
- 1200-1450cc £1,239 per annum

We do not hold a central list of eligible posts for the essential car user allowance. Under our current policy, the decision on whether an officer is eligible in their role lies at a District level

with the District Commander. They would make an assessment based on the duties carried out, taking into account a number of factors such as:

- What duties do they perform that makes it essential that they require motor vehicle at their disposal?
- Are they transporting sensitive or specialist equipment?
- Are there any other means that this requirement can be fulfilled i.e. availability of pool cars? Public Transport
- What are the risks operationally if the officer/staff did not have access to motor vehicle?
- Are there steps that can be taken to mitigate the risk?
- How critical is the requirement that they have access to motor vehicle?
- Does agile or remote working have the potential to remove the essential requirement to have access to motor vehicle?

Copies of the relevant policies for police officers and police staff are attached.

Section 17 of the Freedom of Information Act 2000 requires Greater Manchester Police, when refusing to provide such information (because this information is exempt) to provide you, the applicant, with a notice which: (a) states that fact, (b) specifies the exemption in question and (c) states (if that would not otherwise be apparent) why the exemption applies. Where redactions occur in the attached policy documents, this is because that information is exempt from disclosure by virtue of the following exemption: **Section 40(2) – Personal Information.**

Where Section 40 has been used, this represents information that identifies a living individual, to disclose this information would breach the principles of the GDPR and the Data Protection Act 2018. Personal data is defined by Article 4 of the GDPR and Part 1 of the Data Protection Act 2018 and means any information relating to an identified or identifiable natural person ('data subject'). An identified natural person is one who can be identified directly or indirectly from that data.

In accordance with the Section 17 of the Freedom of Information Act 2000, this letter acts as a Refusal Notice.

Reimbursement of Travel Expenses Scheme

Police Officers

Version 14

Greater Manchester Police

22nd September 2023



POLICY IMPLEMENTED: 13th August 2014

REVIEW DATE: November 2025

POLICY OWNER: Strategic Resourcing Branch

APPROVED BY: Chief Officer Group

ASSOCIATED POLICY: Procedure included

PROTECTIVE MARKING: Not Protectively Marked

IS THE POLICY ☐ New ☒ Revised

IF REVISED, PLEASE COMPLETE TABLE BELOW

VERSION NO	DATE	SUMMARY OF CHANGES	AUTHOR(S)
Version 2	13 Aug 2014	Reviewed as part of Plain English review Phase 5.	HR Policy & People Relations, HR Branch
Version 3	26 Sept 2014	Amended to ensure clarity on claiming expenses when travelling outside of the Force boundaries.	HR Policy & People Relations, HR Branch
Version 4	11 May 2015	Amended to incorporate CC orders on residence outside Force boundary.	HR Policy & People Relations, HR Branch
Version 5	24 August 2016	Amended to reflect changes to mileage allowances.	HR Policy & People Relations, HR Branch
Version 6	26 Sept 2016	Amended to ensure clarity on claiming expenses when working overtime and travelling outside of the Force boundaries	HR Policy & People Relations, HR Branch
Version 7	13 Mar 2017	Amended in line with new HR Transformation changes and contact details	HR Policy & People Relations, HR Branch
Version 8	8 December 2017	Amended to include reference to Casual & Essential Car User Form	HR Policy & People Relations HR Branch
Version 9	October 2018	Updated to reflect new Data Protection and GDPR legislation	HR Policy & People Relations
Version 10	October 2019	Amended section 5.4 to provide clarity on the rate paid to ad hoc casual users	HR Policy & People Relations
Version 11	October 2020	Amended following NPCC update in relation to commute mileage	HR Policy & People Relations
Version 12	18 Feb 2021	Updated due to HR Branch review	Strategic Policy & People Relations
Version 13	November 2021	Student Officer section amended to take into account PEQF Student Officers	Strategic Policy & People Relations

Version 14	22 nd September 2023	Inclusion of further examples of 'sufficiently the same' vs 'sufficiently different' and reinforcement of the time frames to submit claims	Strategic Policy & People Relations
------------	---------------------------------------	---	--

Table of Contents

1. Introduction and Background.....	2
2. Scope.....	2
3. Terms and Definitions	2
4. Roles & Responsibilities	4
5. Principles	5
5.1 Appropriate Travel	5
5.2 Insurance.....	5
5.3 Authorised Users	6
5.4 Occasional Users.....	6
5.5 Travel To and From Home to a Business Appointment.....	6
5.6 Training Courses and working from alternative locations	7
5.7 Special Constabulary	7
5.8 Student Officers	7
5.9 Travel Costs when Working Overtime	8
5.10 Parking Costs	8
5.11 Claims for Cost of Public Transport.....	8
5.12 Convalescent Homes.....	8
5.13 Secondment.....	9
5.14 Civil Service Rate.....	9
5.15 Travel Outside of the Force area.....	9
5.16 Other Forms of Business Travel.....	9
5.17 Bicycle Allowance	9
5.18 Time Limit	9
5.19 Taxable Mileage	9
5.20 Record Keeping.....	10
6. Procedure	10
6.1 Making a Claim	10
6.2 Authorising a Claim.....	11
6.3 Booking Alternative Travel Arrangements	11
7. Associated Documents.....	11
8. Appendices	12
Appendix 1: Examples showing when mileage is payable.....	12
Appendix 2: Is mileage taxable or non-taxable?.....	15
9. Consultation & Statutory Compliance	16
9.1 Consultation	16
9.2 Statutory Compliance	16
9.3 Equality Act 2010	16

1. Introduction and Background

Policy Statement

GMP (Greater Manchester Police) reimburses travel costs for officers who carry out Business Journeys. Rates are paid in accordance with the current [Police Regulations 2003, Annex U/V of the determinations](#) and Locally agreed arrangements. Rates paid will depend on your user status.

The rates paid are set by the Secretary of State. The new rates are published on Chief Constables Orders.

Aims

This Policy aims to:

- make sure there's a consistent approach to business travel and related allowances
- give you a clear understanding of when you can claim travel expenses, and
- explain the procedure to follow when claiming travel expenses.

2. Scope

This policy applies to all Police Officers and Special Constables.

3. Terms and Definitions

Appropriate Rate

The [amount](#) per mile you can claim for your Business Journey.

Authorised Users

Essential User

Where we require you to have access to a Motor Vehicle to use in your role.

Casual Users

Where we would prefer that you have access to a Motor Vehicle to use in your role.

Business Journey

Journeys you're required to take when performing your duties.

Motor Vehicle

A car, motorbike or van.

Essential User Allowance

Lump sum payments made to an Essential User,

Motor Vehicle Allowance

Payments made to a Casual or Essential car User, when using their Motor Vehicle for a Business Journey.

Locally Agreed Transport Rate

The rate paid to Occasional Users who use their Motor Vehicle for Business Journeys.

Matrix Guide

A [guide](#) to mileage between force locations

Occasional Users

You use your Motor Vehicle for Business Journeys, but this is not a requirement of your role.

Petrol Element

The amount of your claim per mile, which is for the petrol that you use.

Pool Car

A GMP car which can be used by staff for Business Journeys.

Public Transport

Train, bus or tram.

Record Only Miles

Miles driven as part of a Business Journey from home, but which you can't claim expenses for.

Student Officer

A new police officer in their probation period.

Usual Place of Duty

The location you normally work at.

4. Roles & Responsibilities

Responsibility of Managers

Managers should:

- Make sure officers are aware of the requirements set out in this scheme.
- Make sure the journey is necessary.
- Make sure the journey is made using the most appropriate form of travel.
- Check the mileage against the Matrix Guide.
- Make sure an appropriate receipt for Public Transport or parking is gained.
- Make sure the claim is made within the time limit.
- Notify Greater Manchester Shared Services ([GMSS](#)) if there are changes to your circumstances

Responsibility of Officers

Officers should:

- Make sure all journeys are needed and recorded.
- Car share with colleagues if they're using the same route and/or are travelling to the same location.
- Provide receipts when using Public Transport.
- Make sure any equipment they're carrying is secured in the boot of the Motor Vehicle.
- Notify their manager of any change in circumstances that would affect their allowances.
- Make sure mileage the claims are submitted is made within the time limit.

Officers must follow the Highway Code and make sure all legal requirements are met including:

- having a valid driving licence
- having a valid MOT certificate, if required
- having valid insurance, which provides cover for business use and
- wearing seat belts.

Officers must meet relevant legislation and GMP policies in relation to:

- use of mobile phones
- drug and alcohol abuse, and
- working time regulations

Responsibility of Branch/ District Commanders

Branch/ District Commanders should assess any cases for retaining Essential or Casual User status where posts become vacant.

Responsibility of Strategic Resource Branch

The Head of Strategic Policy & People Relations is responsible for developing the Reimbursement of Travel Expenses Scheme, which meets the requirements of the Police Regulations and Determinations 2033, amended 2015.

Responsibility of Greater Manchester Shared Services (GMSS)

Greater Manchester Shared Services ([GMSS](#)) are responsible for making relevant changes to allowances, when notified.

GMSS will send officers a total of Record Only Miles at the end of each financial year.

Responsibility of Professional Standards Branch

Professional Standards Branch should tell [GMSS](#) to freeze the Essential User Allowance of any police officers who've been suspended.

5. Principles

5.1 Appropriate Travel

You should travel in the most appropriate and cost effective way when travelling for business reasons. In addition to private vehicles other forms of transport, eg Public Transport, Pool Car or car sharing should be considered.

Where possible you should restrict the use of your Motor Vehicle to the GMP area and consider more cost effective options.

You should take into account:

- the availability of transport
- the time the journey will take, and
- the equipment to be carried.

We encourage the use of Public Transport.

You should car share and take the shortest route where possible

Your Motor Vehicle must be able to transport any equipment to be carried in line with health and safety requirements.

You can't normally claim mileage for journeys made between your home and your normal place of work. The exceptions are if you're called out or work on a rest day and Special Constables.

The [Matix Guide](#) should be used to calculate the mileage to claim when making Business Journeys. Districts are encouraged to produce a similar guide to identify standard mileage between local premises and publish them on their orders and intranet sites.

5.2 Insurance

You must make sure your insurance cover permits business use. You should check to confirm the coverage with your insurers. It's up to you to pay any additional costs. You might be asked to produce your insurance policy and driving licence for audit purposes.

You should make sure your insurer is aware of any equipment you'll be carrying as part of your normal duties. This will avoid any disputes if you need to make a claim.

Business insurance cover is provided if you're required to take a business related trip outside of the UK. Please contact the [Risk and Insurance Unit](#).

5.3 Authorised Users

Essential User status will be phased out where possible. Posts with Essential User status will be changed automatically to Casual User status when the post becomes vacant.

Staff should complete an application for Casual or Essential Car User status where this has been removed or where you wish this to be reinstated; by completing a 'GMSS Casual and Essential Car User Claim Form' from [GMSS](#). Managers should complete this and together with a business case; forward it the District /Branch Commanders.

Authorised Users are authorised by District /Branch Commanders and are either:

Essential Users

Your role may attract Essential User Allowance and Motor Vehicle Allowance when:

- You're a District Superintendent or a Branch Superintendent considered to be operational.
- You're a Warrants Officer or in a similar branch role which requires you to have access to a Motor Vehicle at any time.

You shouldn't be without a Motor Vehicle for an extended period of time. Expenses for travel by other forms of transport can be claimed when your Motor Vehicle is off the road for repairs.

Casual Users

Your role may attract Motor Vehicle Allowance when you undertake duties that require you to travel regularly on behalf of GMP where:

- Travel by Motor Vehicle is more cost effective.
- Travel by Motor Vehicle is more time effective and minimises time away from the workplace.
- Travel by Motor Vehicle is more practical given equipment and/or heavy files to be carried.
- You may be asked to take passengers to meetings.

5.4 Occasional Users

Ad Hoc Casual User

If you're not an Authorised User you may still be asked by your manager to use your own Motor Vehicle for Business Journeys as an alternative to a Pool Car or Public Transport. You can claim Casual User Rate in these circumstances.

Locally Agreed Transport Rate

If you're not an Authorised User but have chosen to use your Motor Vehicle to travel to another location on a Business Journey or have been asked to work from an alternative location, you can claim the [Locally Agreed Transport Rate](#).

5.5 Travel To and From Home to a Business Appointment

If you make a journey from home to an outside appointment or return home directly from an appointment, and the journey is substantially different to your daily commute, you can claim mileage for the full journey. If part of your journey is substantially similar to your normal commute but the distance is more than ten miles longer in one direction, you can claim for any additional mileage above the usual journey to/from home. If your journey is substantially

similar and is less than ten miles further in one direction than your normal commute, then a mileage claim cannot be submitted.

Please see the additional guidance at [Appendix 1](#) with a list of various examples showing when travel allowance is payable.

If you live outside the force boundary you can only claim all additional mileage if your current approval of residence was granted before 10th August 1993, otherwise you can only claim mileage to/from the nearest boundary.

5.6 Training Courses and working from alternative locations

You can claim additional costs when travelling to and from training courses.

If travelling from home to training or returning directly home after a training event, the principles in 5.5 above apply.

If you live outside the force boundary you can only claim all additional mileage if your current approval of residence was granted before 10th August 1993, otherwise you can only claim mileage to/from the nearest boundary.

5.7 Special Constabulary

You're entitled to include one hour travelling time (30 minutes each way) as duty time.

You can claim travel expenses in line with Occasional Users.

You can claim the cost of travel to and from your Usual Place of Work when on duty. You can only claim to/from the force boundary.

You can claim Public Transport Fare or the Local Agreed Transport Rate

If you're a Chief Inspector or above you'll be a Casual User and you should claim at the [Appropriate Rate](#).

5.8 Student Officers You can claim travel expenses on a daily basis at the [Locally Agreed Transport Rate](#).

Your training will take place at:-

- Sedgley Park,
- other GMP training venues,
- partner agencies or outside organisations
- University of Salford for Student Officers recruited under one of Police Education Qualification entry route.

You'll be required to make your own journey directly from home to the location of your training.

If the journey to one of these training venues is substantially different to the journey you would make to your District Headquarters, you can claim mileage for the full journey from your approved accommodation or the force boundary.

If part of your journey is substantially similar to the journey you would make to your District Headquarters, but the distance you travel is more than ten miles longer in one direction, you can claim for any additional mileage above the length of the journey to/from your approved accommodation or the force boundary and your District Headquarters.

If your journey is substantially similar and is less than ten miles further in one direction than your journey to your District Headquarters, then a mileage claim cannot be submitted.

Following the completion of training at a different venue, if you're required to travel back to Sedgley Park then you can claim the mileage for this journey at the Locally Agreed Transport Rate.

Please refer to Appendix 1 point 9 for examples for Student Officers mileage claims during initial training.

Tutor Phase your District

You'll be based at your sub-station which will be your Usual Place of Duty. From this point you can only claim additional mileage at the Locally Agreed Transport Rate if you're required to work away from your Usual Place of Duty.

5.9 Travel Costs when Working Overtime

You can claim travel costs when you work overtime when:

- You're required to perform your rostered hours in more than one tour of duty.
- You're recalled to duty between two tours of duty and as a consequence you make an additional journey to and from home.
- You work additional hours on a rest day and the rest day has not been re-rostered.

If you live outside the force boundary you can only claim all additional mileage if your current approval of residence was granted before 10th August 1993, otherwise you can only claim mileage to/from the nearest boundary.

Authorised Users should claim at the [Appropriate Rate](#). Occasional Users should claim the Locally Agreed Transport Rate.

5.10 Parking Costs

You can claim costs for parking which you've paid for whilst on Business Journeys. You should choose the cheapest option available to you.

We won't pay for any parking fines or clamping charges.

5.11 Claims for Cost of Public Transport

You can claim costs if you use Public Transport to travel locally on GMP business. You'll need receipts to reclaim these costs.

You can check the routes and cost of Public Transport by visiting www.gmpte.com.

You're allowed to travel free on some Public Transport within the GMP area. See [Chief Constables Order 2003/15](#), [Chief Constables Order 2003/34](#) and [Chief Constable's Order 2016/16 - 18th April](#) for further information.

5.12 Convalescent Homes

If you're admitted for convalescence you can claim the travelling costs from your District/Branch. Only one journey each way can be claimed. The Locally Agreed Transport Rate will be paid.

The Force Occupational Health Unit can authorise the use of police transport if you're unable to use other means of transport. Only one journey each way can be arranged.

5.13 Secondment

If you commence a secondment and your Usual Place of Work is not officially changed you can claim additional mileage. Claims can be made on a daily basis at the Appropriate Rate.

After a 12 week period your Usual Place of Duty will be changed to the location of the secondment and you won't be entitled to claim any further mileage.

If you volunteer for a secondment you won't be entitled to claim additional travel for the duration of your secondment.

5.14 Civil Service Rate

You may be able to claim Civil Service rate if you are on secondment to the National Crime Squad. You should discuss this with the Workforce Development Unit.

5.15 Travel Outside of the Force area

All users can claim the actual cost of public transport for the full journey or mileage at the locally agreed transport rate.

5.16 Other Forms of Business Travel

Your main consideration when making travel arrangements should be the cost. Standard class rail travel will be booked in all circumstances. Advance tickets will be used when possible.

If facilities are needed to assist you in working during your journey, the option of booking business class travel should be discussed with your manager. Business class travel will only be agreed in exceptional circumstances.

Superintendent ranks and above can request that Business class travel is booked, however this will only be agreed in exceptional circumstances and at the discretion of the Customer Services Manager.

5.17 Bicycle Allowance

You can use a bicycle rather than using a Motor Vehicle for Business Journeys within the force area.

When using your bicycle you can only claim for Business Journeys within the force area that would have attracted mileage or Public Transport fares. It doesn't apply to mileage on GMP bicycles as part of patrol duties. You can claim the Appropriate Rate.

You should wear high visibility clothing and a protective headwear.

5.18 Time Limit

Mileage claims should be submitted at the end of each month.

All claims should be submitted within 3 months of the journey.

Late claims will only be considered in exceptional circumstances and when authorised by your DistrictCommander/Branch Head.

5.19 Taxable Mileage

Most business journeys are non-taxable.

Claims for travelling from home to work if you're called out or work on a rest day are taxable.

5.20 Record Keeping.

Local Districts/Branches must retain copies of all log books and claim forms for the current financial year and the previous six years.

6. Procedure

6.1 Making a Claim

Authorised Users

Authorised Users should use the [Matrix Guide](#) and can use a log book or [Form 0001](#) to record the mileage of each Business Journey. You can still use your preferred route but you can only claim mileage as stated on the Matrix Guide.

Where your journey isn't shown on the [Matrix Guide](#) you should check your mileage using [Google Maps UK](#).

Essential User

If you're an Essential User your local Administration Unit will be notified and they'll update the expenses system.

You'll be paid an annual lump sum in twelve equal monthly payments. You'll receive a proportion of the lump sum when the allowance is approved for less than 12 months.

The lump sum may be reduced or be frozen if:

- You're off sick for more than three months.
- You're suspended from your duties.
- You're without a Motor Vehicle for 4 weeks or more, due to a mechanical defect or because it has been stolen or damaged.

If you take Maternity or Adoption leave your lump sum will continue to be paid.

Your completed Form 0001 should be submitted to your manager. (If using a log book your total mileage should be transferred from your log book onto [Form 0001](#)).

All Users

You completed Form 0001, for mileage claims, parking and Public Transport fares, should be submitted to your manager. You should attach parking receipts and Public Transport tickets. (If using a log book your total mileage should be transferred from your log book onto [Form 0001](#)).

Record Only Miles

Record only miles should be included on your claim.

Student Officers

You should submit claims to the Initial Police Learning Development Programme Supervisor at Sedgley Park for checking. This should be done on a regular basis

Special Constabulary

You should complete [Form 0107A](#) and both sides of [Form 0001](#) and submit both forms together to your manager.

6.2 Authorising a Claim

Your manager will check your claim authorise it and send it the appropriate Admin Hub for payment.

6.3 Booking Alternative Travel Arrangements

Pool Cars

If you want to request the loan of a Pool Car you should complete [Form 521F](#) and email it to [REDACTED]. Alternatively you can contact them on [REDACTED]. You will be required to take part in a suitability Driving test at the Forces Driving School.

If you're based at Force Headquarters please contact [REDACTED] to request the loan of a Pool Car.

Air or Rail Travel

You should contact the Admin Hub on [REDACTED] for information and to book air or rail travel.

7. Associated Documents

GMP Forms

[Form 0001 Expenses Claim form](#)

[Form 521F Authorisation for loan of pool vehicle form](#)

[Form 0107A Special Constabulary expenses and allowances form](#)

GMP Policies

None

GMP Guidance

[Mileage Matrix](#)

8. Appendices

Appendix 1: Examples showing when mileage is payable

1. Normal Commute

I live ten miles from Force HQ, which is my permanent place of work. On a normal working day, I drive 10 miles in my own car to get to and from work. This is my normal daily commute.

Entitlement: I am not entitled to claim any motor vehicle allowance.

2. Travel from home to a meeting at an alternative place of work then return trip to normal place of work

I live ten miles from Force HQ, which is my permanent place of work. Today I am going directly from home to a meeting in Cadetsville, which is 20 miles from my home address and which does not take me past Force HQ. I will go on to Force Headquarters from my meeting, which is another 22 miles.

Entitlement: The officer can claim a motor vehicle allowance for the full 42 miles.

3. Travel from normal place of work to a meeting at an alternative place of work and from there back home

I live ten miles from Force HQ, which is my permanent place of work. Today I have a meeting at Sergeantown which is 15 miles away from the Force HQ. I will go directly home from Sergeantown, which is a further 19 miles.

Entitlement: The officer can claim a motor vehicle allowance for the full 34 miles unless there is a possible route home that takes the officer via HQ then only the 30 miles can be claimed.

4. Travel from home to a meeting and back home (short extension of normal route to work – less than 10 miles)

I live ten miles from Force HQ, which is my permanent place of work. Today I am going directly from home to an all-day meeting at Warrant Station, which is fourteen miles from my home address. I will go home directly from Warrant station. The route I will take to get to Warrant Station and then home is substantially the same as my normal route to work, but my mileage will be slightly further.

Entitlement: The officer will be unable to claim in these circumstances.

5. Travel from home to a meeting and back home (extension of normal route to work – more than 10 miles)

I live ten miles from Force HQ, which is my permanent place of work. Today I am going directly from home to an all-day meeting at Superstowe, which is twenty-two miles from my home address. I will go home directly from Superstowe. The route I will take to get to Superstowe is substantially the same as my normal route to work, but my mileage will be more than 10 miles further for each leg of my commute.

Entitlement: The officer cannot claim for the portion of the journey that takes him past his usual place of work but can claim for the balance of the journey – 24 miles (12 miles for each leg of the additional commute).

6. Travel from Home to a meeting and back home (not a short extension of normal route to work)

I live ten miles from Force HQ, which is my permanent place of work. Today I am going directly from home to an all-day meeting at Handcuffstead, which is forty miles from my home address. I will go home directly from Handcuffstead. The route I will take to get to Handcuffstead is not the same as my normal journey to work.

Entitlement: The officer can claim a motor vehicle allowance for the full 80 miles.

7. Travel from normal place of work to a meeting and back to normal place of work

My permanent place of duty is Force HQ. Today, I have a meeting at Chiefland, which is 15 miles from Force HQ. I will be going from Force HQ to my meeting and then back to Force HQ.

Entitlement: The officer can claim a motor vehicle allowance for the full 30 miles.

8. Reallocated rest day

I live ten miles from Force HQ, which is my permanent place of work. Today, I would normally have a rest day, but I have been asked to cover a shift for another team member who is off sick. My rest day has been reallocated. I travel to my normal place of work and back to complete my duty.

Entitlement: The officer cannot claim a motor vehicle allowance as the journey is their normal commute.

9. Example of Student Officers Entitlement to claim mileage during their initial training

Scenario 1

Where the journey to one of the training venues is substantially different to the journey they would make to their District HQ, they can claim for the full journey from their approved accommodation or the force boundary.

Example	Entitlement	Rationale
Student Officer lives 10 miles from their District HQ. Their home address is within the force boundary. Officer is attending training at Sedgley Park which is 4 miles from their home address. The route they take to get to Sedgley Park and then home is substantially different to the route to their District HQ, but the mileage is less.	The officer can claim for the full journey even if the length of journey is considerably less than journey to their District HQ.	The route to the training venue is substantially different to the route to their District HQ
Student Officer lives in Old Trafford and their District HQ is Bolton which is 12 miles from their home address. Officer is attending Training at Sedgley Park which is 6 miles from their home address. The route they take to Sedgley Park and home is substantially different to their District HQ.		

Scenario 2

Where the journey to one of the training venues is substantially like the journey they would make to their District HQ, but the distance is more than ten miles longer in one direction, they can claim for any additional mileage above the length of the journey to/from their home address or the force boundary and their District HQ.

Example	Entitlement	Rationale
Student Officer lives 5 miles from District HQ. Their home address is within the force boundary. Officer is attending training at Sedgley Park which is 22 miles from their home address. The route they take is substantially the same as their route to District HQ in that they pass very close to the District HQ on their way to Sedgley Park. The mileage travelled will be more than 10 miles further for each leg of their commute.	Claim for the balance of the journey – 34 miles (17 miles for each way for the additional miles travelled)	The difference in journey is more than 10 miles each way. Cannot claim for the portion of the journey that is substantially same to their District Headquarters (5 miles each way) Can claim the additional mileage travelled above their usual journey to and from District HQ.
Student Officer lives in Wigan and their District HQ is Wigan which 3 miles from their home address. Their home address is within the force boundary. Officer is attending training at Sedgley Park which is 19 miles from their home address. The route they take is substantially the same as their route to District HQ in that they pass very close to the District HQ on their way to Sedgley Park. The mileage travelled will be more than 10 miles further for each leg of their commute.	Entitlement: Claim for the balance of the journey – 32 miles (16 miles for each way for the additional miles travelled)	The difference in journey is more than 10 miles each way. Cannot claim for the portion of the journey that is substantially same to their District Headquarters (3 miles each way) Officer can claim the additional mileage travelled above their usual journey to and from District HQ.

Scenario 3

The journey to the training location is substantially like the journey from home to their District HQ and is less than ten miles further in one direction.

Example	Entitlement	Rationale
Student Officer lives 10 miles from their District HQ. Officer is attending training at University of Salford which is 14 miles from their home address. The route they take to get to university and then home is substantially the same as their route to District HQ in that they pass close to the District HQ on their journey, but mileage will be slightly further.	The Student Officer is not entitled to claim mileage for this journey.	The journey to training venue is substantially like journey to District Headquarters
Student Officer lives in Failsworth and their District HQ is City of Manchester which is 3 miles from their home address. Officer is attending training at University of Salford which is 6.5 miles from their home address. The route they take is substantially the same as their route to District HQ in that they pass very close to the District HQ on their way to University of Salford. The mileage travelled will be less than 10 miles further for each leg of their commute.		The difference is 3.5-4 miles each way. Where the journey is substantially like the journey to District Headquarters the difference needs to be more than 10 miles each way to be eligible to make a claim.

Appendix 2: Is mileage taxable or non-taxable?

- Any journey between home and your normal place of work is commuting, which is private mileage. Normally GMP does not pay this, but on those occasions when we do, this is always taxable. Private mileage is always taxable.
- Any journey between home and a temporary place of work (for example another GMP site or a meeting venue or a training course venue) that does not go via or very close to your normal place of work is business mileage and is not taxable. Business mileage is always non-taxable.
- Any journey between home and a temporary place of work which goes via or very close to your normal place of work and ends less than 10 miles from that normal place of work, then the whole journey is to be regarded as a commute and mileage cannot be claimed.
- Any journey between home and a temporary place of work which goes via or very close to your normal place of work but ends more than 10 miles from that normal

place of work, the length of the usual commute cannot be claimed as mileage, but the remaining journey can be claimed. The commute mileage should be logged as record only. The remaining mileage can be claimed and is business mileage and is non-taxable.

Ensuring that your record only miles are logged can mean that you may be able to make a claim to HMRC for tax relief through your tax code. For more information, please visit <https://www.gov.uk/tax-relief-for-employees/vehicles-you-use-for-work>

9. Consultation & Statutory Compliance

9.1 Consultation

Department	Comments
The Police Federation	Consultation has taken place with The Police Federation. There are no substantial changes to the Policy. The content has been converted into the Force Policy template structure and has been written in a Plain English style. Unison have had an input into the content and wording of the Policy.

9.2 Statutory Compliance

Freedom of Information Act (2000), GDPR & Data Protection Act (2018)

The policy and procedures are compliant with the Acts and Regulation.

9.3 Equality Act 2010

The Scheme complies with the requirements of the Equality Act 2010. The scheme applies equally to all staff and is dependent on their car user status only.

Reimbursement of Travel Expenses Scheme

Police Staff

Version 13

Greater Manchester Police

21st May 2021



POLICY IMPLEMENTED: 13th August 2014

REVIEW DATE: May 2023

POLICY OWNER: Strategic Resourcing Branch

APPROVED BY: Chief Officer Group

ASSOCIATED POLICY: Procedure included

PROTECTIVE MARKING: Not Protectively Marked

IS THE POLICY ☐ New ☒ Revised

IF REVISED, PLEASE COMPLETE TABLE BELOW

VERSION NO	DATE	SUMMARY OF CHANGES	AUTHOR(S)
Version 2	13 Aug 2014	Reviewed as part of Plain English review Phase 5.	HR Policy & People Relations, HR Branch
Version 3	26 Sept 2014	Amended to ensure clarity on claiming expenses when travelling outside of the Force boundaries.	HR Policy & People Relations, HR Branch
Version 4	30 th Jan 2015	Excess Travel section amended to clarify the mileage rate staff can claim	HR Policy & People Relations, HR Branch
Version 5	18 th March 2015	Reference to 36.25 hours changed to 36 hours 15 minutes to bring in line with DMS.	HR Policy & People Relations, HR Branch
Version 6	13 th March 2017	Amended in line with new HR Transformation changes and contact details	HR Policy & People Relations, HR Branch
Version 7	1 st April 2017	Update to reflect PSC changes to mileage rate and removal of petrol element from occasional users	HR Policy & People Relations, HR Branch
Version 8	8 th December 2017	Amended to include reference to Casual and Essential request form	HR Policy & People Relations, HR Branch
Version 9	21 February 2018	Update to reflect PSC changes to clarify overtime mileage for only Authorised Users	HR Policy & People Relations, HR Branch
Version 10	November 2018	Update to reflect GDPR & Data Protection updates	HR Policy & People Relations, HR Branch
Version 11	October 2020	Amended section on mileage claims starting or ending at home in line with PSC joint circular	HR Policy & People Relations, HR Branch
Version 12	18 Feb 2021	Updated due to HR Branch review	Strategic Policy & People Relations
Version 13	21 May 2021	Amended travel to and from home to a business appointment section in line with updated PSC circular and removal of separate section on travel to training courses from home.	Strategic Policy & People Relations

Table of Contents

1. Introduction and Background.....	2
2. Scope.....	2
3. Terms and Definitions	2
4. Roles & Responsibilities.....	3
5. Principles	5
5.1 Appropriate Travel	5
5.2 Insurance.....	5
5.3 Authorised Users	5
5.4 Occasional Users.....	6
5.5 Excess Mileage Payments	6
5.6 Travel To and From Home to an Alternative Location for Work or Training	7
5.8 Travel Costs For Authorised Users When Working Overtime or Additional Hours.....	7
5.9 Parking Costs	7
5.10 Claims for cost of Public Transport	8
5.11 Travel outside of the Force Area.....	8
5.12 Secondment.....	8
5.13 Other Forms of Business Travel.....	8
5.14 Bicycle Allowance	8
5.15 Time Limit	8
5.16 Taxable Mileage	8
5.17 Record Keeping	9
6. Procedure	9
6.1 Making a Claim	9
6.2 Authorising a Claim.....	10
6.3 Booking Alternative Travel Arrangements	10
7. Associated Documents.....	10
GMP Forms	10
GMP Policies	10
GMP Guidance	10
8. Consultation & Statutory Compliance	10
8.1 Consultation	11
8.2 Statutory Compliance	11

1. Introduction and Background

Policy Statement

GMP (Greater Manchester Police) reimburses travel costs for staff who carry out Business Journeys. Rates paid will depend on your user status.

The rates paid are in line with the requirements of the Police Staff Handbook.

Changes to these rates are usually from 1st April each year. The new rates are published on Chief Constables Orders.

Aims

This policy aims to:

- make sure there's a consistent approach to business travel and related allowances, in line with The Police Staff Handbook and locally agreed arrangements
- give you a clear understanding of when you can claim travel expenses, and
- explain the procedure to follow when claiming travel expenses.

2. Scope

This policy applies to all Police Staff.

3. Terms and Definitions

Appropriate Rate

The [amount](#) per mile you can claim for your Business Journey.

Authorised Users

Essential User

Where we require you to have access to a Motor Vehicle to use in your role.

Casual User

Where we would prefer that you have access to a Motor Vehicle in your role.

Mobile Police Staff

Your role has no permanent base, i.e. mobile catering employees and mobile janitors.

Business Journey

Journeys you're required to take when performing your duties.

Motor Vehicle

A car, motorbike or van.

Casual User Allowance

Payments made to a Casual User, when using their Motor Vehicle for Business Journeys.

Essential User Allowance

Payments made to an Essential User, when using their Motor Vehicle for Business Journeys.

Excess Mileage Payment

A payment made to staff when their work location is permanently relocated.

Locally Agreed Transport Rate

The rate paid to Occasional Users who choose to use their Motor Vehicle for Business Journeys.

Matrix Guide

A [guide](#) to mileage between force locations.

Occasional Users

You use your Motor Vehicle for Business Journeys, but this is not a requirement of your role.

Pool Car

A GMP car which can be used by staff for Business Journeys.

Public Transport

Train, bus or tram.

Record Only Miles

Miles driven as part of a Business Journey from your home, but that you cannot claim expenses for.

4. Roles & Responsibilities

Responsibility of Managers

Managers should:

- Make sure staff are aware of their responsibilities within this scheme.
- Make sure the journey is necessary.
- Make sure the journey made uses the most appropriate form of travel.
- Check the mileage against the Matrix Guide.
- Make sure an appropriate receipt for Public Transport or parking is gained.

- Make sure the claim is made within the time limit.
- Notify Greater Manchester Shared Services ([GMSS](#)) if there are changes to your circumstances

Responsibility of Staff

Staff should:

- Make sure all journeys are needed and are recorded.
- Car share with colleagues if they're using the same route and/or travelling to the same location.
- Provide receipts when using Public Transport.
- Make sure any equipment they're carrying is secured in the boot of the Motor Vehicle.
- Notify their manager of any change in circumstances that would affect their allowances.

Staff must follow the Highway Code and make sure all legal requirements are met including:

- having a valid driving licence
- having a valid MOT certificate if required
- having valid insurance which provides cover for business use, and
- wearing a seat belt.

Staff must meet relevant legislation and GMP policies in relation to:

- the use of mobile phones
- drug and alcohol abuse, and
- working time regulations.

Responsibility of Branch/Borough Commanders

Branch/Borough Commanders should assess any cases for payment of Essential or Casual User allowances where posts become vacant.

Responsibility of Professional Standards Branch

Professional Standards Branch should tell [GMSS](#) to freeze the Essential User Allowance of any member of Police Staff that has been suspended.

Responsibility of Strategic Resource Branch

The Head of Strategic Policy & People Relations is responsible for developing the Reimbursement of Travel Expenses Scheme, which meets the requirements of the Police Staff Handbook.

Responsibility of Greater Manchester Shared Services (GMSS)

[GMSS](#) are responsible for making relevant changes to allowances, when notified.

[GMSS](#) will send staff a total of Record Only Miles at the end of each financial year.

5. Principles

5.1 Appropriate Travel

You should travel in the most appropriate and cost effective way when travelling for business reasons. In addition to private vehicles other forms of transport, e.g. Public Transport, Pool Car or car sharing should be considered

Where possible you should restrict the use of your Motor Vehicle to the GMP area and consider more cost effective options.

You should take into account:

- the availability of transport
- the time the journey will take, and
- the equipment to be carried.

We encourage the use of Public Transport.

You should car share and take the shortest route where possible.

Your Motor Vehicle must be able to transport any equipment to be carried in line with health and safety requirements.

You can't normally claim mileage for journeys made between your home and your normal place of work. The exceptions are when you're called out or you work on a rest day.

The [Matix Guide](#) should be used to calculate the mileage you can claim when making Business Journeys. Boroughs are encouraged to produce a similar guide to identify standard mileage between local premises and publish them on their Orders and intranet sites.

5.2 Insurance

You must make sure your insurance cover permits business use. You should check with your insurers to confirm the coverage, it's up to you to pay any additional costs. You might be asked to produce your insurance policy and driving licence for audit purposes.

You should make sure your insurer is aware of any equipment you'll be carrying as part of your normal duties. This will avoid any disputes if you need to make a claim.

Business insurance cover is provided if you're required to take a business related trip outside of the UK. Please contact the [Risk and Insurance Unit](#).

5.3 Authorised Users

Essential User Allowances will be phased out where possible. Posts with Essential User status will be changed automatically to Casual User status when the post becomes vacant.

Staff should complete an application for Casual or Essential Car User status where this has been removed or where you wish this to be reinstated; by completing a 'GMSS Casual and Essential Car User Claim Form' from [GMSS](#). Managers should complete this and together with a business case; forward it the Borough/Branch Commanders.

These roles are authorised by Borough/Branch Commanders and are either:

Essential User

Your role may attract Essential User Allowance when:

- It's essential that you have a Motor Vehicle to use whenever required.
- You're required to carry specialist equipment and/or passengers on a regular basis.
- You're required to attend work and/or be on standby at times when Public Transport may not be available.

You shouldn't be without a Motor Vehicle for an extended period of time. Expenses for travel by other forms of transport can be claimed when your Motor Vehicle is off the road for repairs.

Casual User

Your role may attract Casual User Allowance when you undertake duties that require you to travel regularly on behalf of GMP and:

- Travel by Motor Vehicle is more cost effective.
- Travel by Motor Vehicle is more time effective and minimises the time away from the workplace.
- Travel by Motor Vehicle is more practical given equipment and/or heavy files to be carried.
- You may be asked to take passengers to meetings.

Mobile Police Staff

If your post has no permanent base, i.e. mobile catering employees and mobile janitors, you are classed as Mobile Police Staff. You can claim mileage from your home address to your place of work but you must deduct 10 miles per day from your total daily mileage.

5.4 Occasional Users

Ad Hoc Casual User

If you're not an Authorised User you may still be asked by your manager to use your own Motor Vehicle for Business Journeys as an alternative to a Pool Car or Public Transport. You can claim the Casual User rate.

Locally Agreed Transport Rate

If you're not an Authorised User but you've chosen to use your Motor Vehicle to travel to another location on a Business Journey or when you've been asked to work from an alternative location, you can claim the [Locally Agreed Transport Rate](#).

Before making a Business Journey in your own Motor Vehicle, you must make sure your insurance cover permits business use. You should check with your insurers to confirm the coverage.

5.5 Excess Mileage Payments

If you're permanently relocated and your new journey between your home and work is further than your old journey you may be able to claim Excess Mileage Payments.

You can check the distances between the locations using [Google Maps UK](#). You can choose to use the quickest route but the shortest option should be used for calculating your claim.

If you travel to work by Motor Vehicle authorised essential/casual users can claim at the [Appropriate Rate](#), for any excess miles.

If you're not at an authorised essential/casual user you can claim 20p a mile for any excess mile.

If your new location doesn't have car parking spaces we won't reimburse costs for car parking charges.

If you travel to work by Public Transport you can claim the additional cost of travel. You should use saver tickets where these are available.

If you chose to travel to your new location by Public Transport instead of your Motor Vehicle, we'll reimburse you for any additional costs.

Excess Mileage Payments will be paid for one year from the date of your relocation. They'll be subject to tax, see point 5.16. If you move home, role or location your claim will be reviewed.

Agile Workers

You should submit your claim for Excess Mileage Payments based on your normal working location and the number of days that you expect to attend this location. If you're asked to attend work on a day that you would normally work from a different location you can claim any excess mileage costs by making an expenses claim.

5.6 Travel To and From Home to an Alternative Location for Work or Training

If you make a journey from home to an outside appointment or course, or return home directly from an appointment or course, and the journey is substantially different to your daily commute, you can claim mileage for the full journey.

If your journey is substantially similar to your normal commute, you must deduct the distance of your normal commute from your mileage claim. You can claim for any additional mileage above the distance of your usual commute.

If you live outside the force area you can only claim mileage to/from the nearest boundary

5.8 Travel Costs For Authorised Users When Working Overtime or Additional Hours

If you are an Authorised User you can claim travel costs when you work on a day not originally rostered as a normal working day and you work:

- full time hours (36 hours and 15 minutes) and a day off in lieu has not been granted.
- job share or part time hours and have worked more than 36 hours and 15 minutes in that week; and a day off in lieu has not been granted.

Authorised Users can claim the [Appropriate Rate](#).

5.9 Parking Costs

You can claim costs for parking which you have paid for whilst on Business Journeys. You should choose the cheapest option available to you.

We won't pay for any parking fines or clamping charges.

5.10 Claims for cost of Public Transport

You can claim costs if you use Public Transport to travel locally on GMP business. You'll need receipts to reclaim these costs.

You can check your journey details by visiting www.gmppte.com.

5.11 Travel outside of the Force Area

All users can claim the actual cost of public transport for the full journey or mileage at the locally agreed transport rate.

If you're carrying passengers, you can claim an additional 12.5% of the locally agreed transport rate.

5.12 Secondment

If you apply for a secondment you can't claim excess mileage.

5.13 Other Forms of Business Travel

Your main consideration when making travel arrangements should be the cost. Standard class rail travel will be booked in all circumstances. Advance tickets will be used when possible.

If facilities are needed to assist you in working during your journey the option of booking business class travel should be discussed with your manager. Business class travel will only be agreed in exceptional circumstances.

5.14 Bicycle Allowance

You can use a bicycle rather than using a Motor Vehicle for Business Journeys.

When using your bicycle you can only claim for Business Journeys within the force area that would have attracted mileage or public transport fares. You can claim the [Appropriate Rate](#) when using your bicycle. This doesn't apply to mileage on GMP bicycles as part of patrol duties

You should wear high visibility clothing and protective headwear.

5.15 Time Limit

Mileage claims should normally be submitted at the end of each month.

All claims should be submitted within 3 months of the journey.

Late claims will only be considered in exceptional circumstances and when authorised by your Borough Commander/Branch Head.

5.16 Taxable Mileage

Most Business Journeys are non-taxable.

Claims for travelling from home to work when on call out or rest day working and Excess Mileage Payments are taxable.

Tax relief can be claimed for Record Only Miles.

If you're unsure whether your journey is taxable please contact Greater Manchester Shared Services ([GMSS](#)).

5.17 Record Keeping

Boroughs/Branches must retain copies of all log books and claim forms for the previous six years and the current financial year.

6. Procedure

6.1 Making a Claim

Authorised Users

Authorised Users should use the Matrix Guide and can use a log book or [Form 0001](#) to record the mileage of each Business Journey. You can still use your preferred route but you can only claim mileage as stated on the Matrix Guide.

Where your journey isn't shown on the Matrix Guide, you should check your mileage using [Google Maps UK](#).

Essential Users

If you're an Essential User your local Administration Unit will be notified and will update the expenses system.

You'll be paid the annual lump sum in twelve equal monthly payments. You'll receive a proportion of the lump sum when the allowance is approved for less than 12 months.

Your lump sum may be reduced or frozen if:

- You're off sick for more than three months.
- You're suspended from your duties.
- You're without a Motor Vehicle for 4 weeks or more, due to a mechanical defect or because it has been stolen or damaged.

If you take Maternity or Adoption leave your lump sum will continue to be paid.

All Users

Your completed Form 0001, for mileage, parking and Public Transport costs, should be submitted to your manager. You should attach parking receipts and Public Transport tickets. If using a log book your total mileage should be transferred from your log book onto [Form 0001](#).

Record Only Miles

Record Only Miles should be included on your claim.

Excess Mileage Payments

If you're permanently relocated we'll write to you to confirm your new terms and conditions. We'll include a [Form 913D](#), which you should complete straight away to claim the Excess Mileage Payment. You can check the distances between the locations using [Google Maps UK](#)

You should deduct your previous commute miles (between your home and your previous base) from your claim.

If you're claiming for Public Transport you should include a receipt for your first ticket with your claim.

You should then submit your form to your manager.

6.2 Authorising a Claim

Your manager will check your claim, authorise it and send it to the appropriate Admin Hub for payment.

6.3 Booking Alternative Travel Arrangements

Pool Cars

If you want to request the loan of a Pool Car you should complete [Form 521F](#) and email it to [REDACTED]. Alternatively you can contact them on [REDACTED]. You will be required to take part in a suitability Driving test at the Forces Driving School.

If you're based at Force Headquarters please contact [REDACTED] to request the loan of a Pool Car.

Air or Rail Travel

You should contact the [Admin Hub](#) on [REDACTED] for information and to book air or rail travel.

7. Associated Documents

GMP Forms

[Form 0001 Expenses Claim Form](#)

[Form 0931D Excess Mileage Claim Form](#)

[Form 521F Authorisation for loan of Pool Car Form](#)

GMP Policies

GMP Guidance

[Mileage Matrix](#)

8. Consultation & Statutory Compliance

8.1 Consultation

Department	Comments
Unison	Consultation has taken place with Unison. There are no substantial changes to the Policy. The content has been converted into the Force Policy template structure and has been written in a Plain English style. Unison have had an input into the content and wording of the Policy.

8.2 Statutory Compliance

Freedom of Information Act (2000), GDPR & Data Protection Act (2018)

The policy and procedures are compliant with the Acts and Regulation.

8.3 Equality Act 2010

The Scheme complies with the requirements of the Equality Act 2010. The scheme applies equally to all staff and is dependant on their car user status only.
