



OFFICIAL

Policy Title:	Expenses and Other Ad Hoc Payments
Date Published:	December 25
Business Lead:	Transactional Manager
CCMT sponsor:	Director of Finance

Thames Valley Police ensures that all policies have been assessed and comply with MoPI Guidance, and the Data Protection Act 2018. In addition, this Policy has been reviewed by the Health & Safety Governance Board and has undergone an Equality Impact Assessment.

1.0 About this Policy

1.1 Rationale

To provide guidance to all police officers and police staff members, excluding specials and volunteers for which there is separate guidance and policy (Related Guidance), on the eligibility and claiming processes for reimbursement of expenditure incurred in the course of duty. This policy encompasses all areas of the force including seconded officers (unless contract states to the contrary), Joint and Regional units for those employed by TVP.

The term staff applies to both police officers and police staff throughout this policy.

1.2 Legislation/National Standards

This policy should be read in conjunction with the following documents:
Regulation 35 of the Police Regulations 2003

1.3 Intention

The intention of the policy document is to provide all staff with clear guidance in relation to eligibility and amounts that can be claimed for expenses incurred in the course of duty. The Standards of Professional Behaviour and the Code of Ethics should be adhered to when staff are claiming expenses, and that all claims are submitted with honesty, integrity and accountability.

Choose an item.

1.4 General Principles

The force has a responsibility to both its employees and the public to ensure that the most cost-effective provision of the service is maintained, hence the central procurement of some services and the requirement that expenses incurred are kept to a minimum.

The principles and standard of behaviours of the Code of Ethics is paramount when individuals are submitting expense claims. All staff must ensure claims are submitted honestly and with integrity. Please see [Code of Ethics](#) for a reminder of what these behaviours are.

Individuals need to consider whether it is necessary to undertake the activity proposed, all reasonable options have been considered e.g. teleconference and expenditure is minimised.

2.0 Statement of Policy

2.1 Every effort should be made for TVP to incur the initial costs and not officers/staff etc. See the Receipts, Procure and Pay (RP&P) for more information on purchasing.

It is expected that staff will obtain sustenance by their usual method without making a claim if it is reasonable to do so. All staff incur expenses in providing their own meals and refreshments during their working hours, therefore any expenditure claimed should only be additional to your normal expenditure.

Purchase of alcohol will not be reimbursed.

2.2 The Force has a legal requirement to ensure value for money and is auditable by His Majesty's Revenue and Customs hence the requirement to ensure staff claim within these guidelines including the retention of receipts. The force also has a responsibility to publish the expenses incurred by senior officers and any first class rail travel undertaken; regardless of rank or role. It is TVP's position that first class rail travel should not be used.

2.3 Correct classification should be used when claiming expenses and adequate explanation added to assist the audit and correct taxation of claims. Not everything is claimable through the MILEAGE & EXPENSES system. If the category does not match your claims, this is not the right way to make the claim. You will need to contact the payroll team to discuss.

Choose an item.

2.4 There will be no reimbursement to staff attending training courses for any meals purchased during the day, or for breakfast or evening meal when there is an adequate meal provided.

2.5 Anyone found not complying with policy will be investigated and may be referred to PSD

3.0 Human Rights Articles Engaged

This Policy has been drafted and audited in accordance with the Human Rights Act 1998. It is acknowledged that this Policy has the potential to engage the following Articles of the Act:

Article 2 Right to Life

Article 2 (Right to life) states that “..... Everyone’s right to life shall be protected by law”

The Article imposes two duties on the state, the second of which is to take reasonable measures to protect life. The duty to take reasonable measures to protect life includes a duty to put in place effective criminal law provisions to deter the commission of offences against the person backed up by law enforcement machinery for the prevention, suppression and sanctioning of breaches of such provisions. It may also include a positive obligation on the authorities to take preventative operational measures to protect an individual whose life is at risk from the criminal acts of another individual.

(iii) Prohibition of Discrimination

By engaging any of the aforementioned Articles, there is the potential to engage Article 14 of the European Convention. Article 14 states that the enjoyment of the Rights and Freedoms set forth in the European Convention of Human Rights shall be secured without discrimination on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status. Actions taken as a consequence of this policy will be applied fairly and impartially, having due regard for natural justice and human rights.

4.0 Health and Safety at Work

This policy should be read alongside the Force Health and Safety Policy and Manual, which outline when a ‘competent person’ must carry out a documented risk assessment. Specifically in situations where exposure to a hazard from workplace activities or planned policing operations is considered ‘**reasonably foreseeable**’.

Choose an item.

It should also be read alongside the Driving Standards & Risk Management Procedure

5.0 Communications, Challenges and Representations

5.1 Communication

A communication strategy will be managed by Finance. Target audience will include all TVP Officers, employees and interested partner agencies.

This policy will be published under the Policies & Procedures on the intranet and will be advertised In The Know and Senior Leaders Updates.

5.2 Challenges and representation

Any challenges or queries regarding this policy should be directed to:

Director of Finance

Thames Valley Police
Finance
Spires Business Park
Langford Lane
Kidlington
Oxfordshire
OX5 1NZ

6.0 Review Date

01/10/2027

7.0 Related Guidance

[SC-Handbook-version-7.3-2023](#)
[PSV-Handbook-March-23--003](#)
[Police Staff Handbook](#)

8.0 Freedom of information

Suitable for publication.

9.0 Government Security Classification Policy

Official

Choose an item.

10.0 Relevant Supporting information

[TV - Governance and Service Improvement File Centre - Travel and Vehicle Use](#)

[TVP Working Smart](#)

[TV - Governance and Service Improvement File Centre - Gifts and Hospitality](#)

[Guidance.pdf - All Documents](#)

[Code of Ethics](#)

[Police Staff Terms and Conditions](#)