

POLICE CONSULTATIVE FORUM

MEMORANDUM OF UNDERSTANDING

PAYMENT OF MOTOR VEHICLE TRAVEL ALLOWANCE

The Secretary of State has determined the entitlement of members of police forces to a travel allowance when they drive their own vehicles for the purposes of their duties. The determination is contained in Annex U to Regulation 34 of the Police Regulations 2003. A copy of the annex is attached to this memorandum as Appendix A, together with a list of various examples showing when the travel allowance is payable at Appendix B.

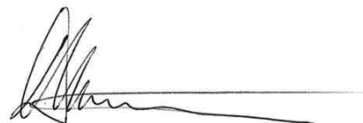
When calculating any allowance, it has been common practice for police forces to deduct the commuting distance between home and work from the total mileage claimed for work related duties. As of 1 June 2020 this method of calculation will cease and there will be no deduction for commuting distance, save where the journey is substantially the same as the daily commute and the distance travelled is less than ten miles longer in any one direction. Example 4 in Appendix B covers this situation.

In consideration of the NPCC agreeing not to seek any alteration to Annex U for six years from the date of this agreement, the police staff associations set out below agree not to fund any claims from individual members for shortfalls in the travel allowance they have been paid to date.



Signed .....

National Police Chiefs Council



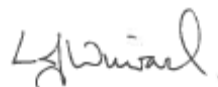
Signed.....

Police Superintendents' Association



Signed .....

Police Federation of England and Wales



Signed.....

Chief Police Officers' Staff Association

## APPENDIX B

### 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.