

NOT PROTECTIVELY MARKED

Published

Event History

**Policy owned by Business Services
Mileage & Expenses****1. Policy Purpose and key drivers****Contents**

Who the policy applies to

Purpose of the policy

Links to other documents

Responsibilities under the policy

Categories of expenses and limits for claims

Individuals with special requirements

Payment of expense claims

Monitoring arrangements

Help and assistance



Mileage & Expenses - 01042018.doc

Related Documents

Links to related documents:

Gatekeeper - the Author suggested the following Procedure document(s) to link to.**Relevant Dates and Review Period**

Effective Date: 28/03/2018

Review Date: 28/03/2019

Review Frequency: Annually

Policy Basis and Implications

2. Legal Basis: n/a

3. Management of Police Information (MoPI):

MoPI Policing Purpose:

Any duty or responsibility arising from common or statute law

MoPI Review, Retention and Disposal addressed as follows:

Officers and staff are required to retain their own receipts in respect of mileage and expenses claimed on-line. Special envelopes are available for

this purpose and can be obtained from the payroll department on 01785 23(2082). At the end of each financial year, the envelopes containing the

receipts should be submitted to the payroll department. Officers and staff who cease employment with Staffordshire Police, or The

Office of the Police and Crime Commissioner, should submit their envelope/receipts to the payroll section prior to their leaving. From time to time, to comply with audit requirements, you may be requested to submit your envelope/receipts for checking. Failure to produce receipts during the course of an audit may result in the payment being withdrawn or reduced at a later date.

4. Associated Benefits:	n/a
5. Consultation:	n/a
6. Financial Implications:	n/a
7. Human Resources / Training:	n/a
8. Associated Policy:	Staffordshire Police & OPCC Car Mileage Rates Staffordshire Police & OPCC Travel and Accommodation Booking Form Staffordshire Police & OPCC Redeployment Policy Health & Safety – Display Screen Equipment (DSE) users

FOI, Human Rights and Equality Impact Assessment

Indicators

FOIA:	Release to Public		
ECHR:	Compliant		
EIA:	Compliant	Compliant with Code of Ethics:	Yes

Indexing

Categories:	Court Proceedings Crime Investigation Finance Health and Safety Human Resources Development (HRD) Information Compliance Information Management Partnerships Volunteers
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