



FREEDOM OF INFORMATION REQUEST



Request Number: F-2016-00097

Keyword: Organisational Information/Governance

Subject: Travel Expenses

Request and Answer:

Question 1

How many employees (officers and staff) claimed first class travel on their expenses in 2012/13, 2013/14 and 2014/15?

Answer

Your request for information has now been considered. In respect of Section 1(1)(a) of the Act I can confirm that the Police Service of Northern Ireland does hold information to which your request relates. The decision has been taken to disclose the following.

Searches conducted showed that no PSNI officers or staff members claimed first class travel on their expenses in the requested time period. Please note that when claiming for travel expenses, PSNI officers and staff must obtain the most favourable rates available and in addition all expense claims must be approved by a budget holder.

Question 2

In each of the above cases, please tell me how much each officer received in first class travel expenses during each of these financial years.

Answer

No information held as no PSNI officers claimed first class travel expenses.

Question 3

Please provide all expenses forms on which where first class travel has been claimed.

Answer

No information held as no PSNI officers claimed first class travel expenses.

Question 4

What is the price bracket - if there is one - that all employees (staff and officers) are allowed to claim on expenses for hotel stays. If this differs for various levels of seniority, please specify (i.e. junior officers can spend up to £100 a night and senior up to £200 a night)

Answer

The guidance on the limits applicable to police officers is contained within the Police Pay and

Allowances Code and is as follows:

Chief Superintendent Rank and Below

Outside Central London	£120.00 per night
Inside Central London	£155.00 per night
Allowance for staying with friends or relatives	£20.00 per night

Chief Officers

Outside Central London	£120.00 per night
Inside Central London	£155.00 per night
Allowance for staying with friends or relatives	£20.00 per night

The guidance on the limits applicable to police staff members is contained within the Police Staff Handbook and is as follows:

PSNI Staff Members

Central London (i.e. 5 miles from Charing Cross) and the Republic of Ireland.	Receipted actuals for bed and breakfast up to a ceiling of £120 including VAT plus an allowance of up to a maximum of £18.30 to cover lunch and dinner.
Elsewhere in GB and Northern Ireland	Receipted actuals for bed and breakfast up to a ceiling of £80 including VAT plus an allowance of up to a maximum of £18.30 to cover lunch and dinner.
Staying with friends or relatives (London, ROI and Elsewhere in GB and NI)	£25

If you have any queries regarding your request or the decision please do not hesitate to contact me on 028 9070 0164. When contacting the Freedom of Information Team, please quote the reference number listed at the beginning of this letter.

If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible or in any case within two months of the date of issue of this letter. In the event that you require a review to be undertaken, you can do so by writing to the Head of Freedom of Information, PSNI Headquarters, 65 Knock Road, Belfast, BT5 6LE or by emailing foi@psni.pnn.police.uk.

If following an internal review, carried out by an independent decision maker, you were to remain dissatisfied in any way with the handling of the request you may make a complaint, under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the PSNI has complied with the terms of the Freedom of Information Act. You can write to the Information Commissioner at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out, however the Commissioner has the option to investigate the matter at his discretion.

Please be advised that PSNI replies under Freedom of Information may be released into the public domain via our website @ www.psni.police.uk

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.