



**Independent Custody Visitors
Allowances Claim**

Name _____ Payroll no: _____

Address: _____

CLAIMS NEED TO BE MADE WITHIN 2 MONTHS OF THE EVENT

Vehicle Registration: _____ cc: _____

Date	Details of Approved Duties and sufficient details of journeys to enable mileage to be checked	Times of		Mode and Class of Travel e.g. Rail, Car	Travel by Private Car		Car Mileage		Public Transport		
		Departure	Return		Miles (whole)	Rate p.	£	p	£	p	
Budget Code: WG999 34144				TOTAL EXPENSES CLAIMED							

CERTIFICATION BY INDEPENDENT CUSTODY VISITOR

I DECLARE THAT:

1. I have actually and necessarily incurred expenditure on travelling and subsistence for the purpose of enabling me to perform duties approved as an Independent Custody Visitor of the Office of the Police and Crime Commissioner for Bedfordshire.
2. I have actually paid the fares and made the other payments shown.
3. The amounts claimed are strictly in accordance with the rates determined by the Office of the Police and Crime Commissioner.
4. I am not entitled to receive remuneration in respect of the matter to which the claim relates otherwise than under the scheme.

Signature of Custody Visitor: _____ Date: _____

This form to be forwarded for payment to:
 ICV Scheme Administrator
 OPCC Bedfordshire
FREEPOST ANG 5778
 Bedfordshire Police HQ
 Woburn Road
 Kempston
 Bedford MK43 9AX

FOR OFFICE USE ONLY	
I certify that the claim is in accordance with the Commissioner's Office scales and is approved for payment.	
Signed: _____ Scheme Administrator	Date: _____
Signed: _____ Authorising Officer	Date: _____

OFFICE OF THE POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE

1. The following summary of the provisions concerning the payment of allowances to Custody Visitors is given as a guide only. If Custody Visitors are in any doubt about claiming allowances, they should consult the Scheme Administrator.
2. TRAVELLING EXPENSES
 - (a) Travel by Public Transport - Custody Visitors may be reimbursed for reasonable and necessary travelling expenses, including the cost of taxi fares where appropriate.
 - (b) Travel by Rail –Standard fares will be reimbursed (not 1st Class).
 - (c) Travel by Custody Visitor's Own Car – Custody Visitors are required to travel by the shortest possible route. Reasons for not using the shortest route should be noted on claim forms by Custody Visitors. Custody Visitors should combine journeys with other Custody Visitors or Officers wherever practical. The rates for travel by a Custody Visitors own private vehicle, or one belonging to a Custody Visitor of their family or otherwise provided for their use, are as follows:

Up to 10,000 miles	45 pence per mile
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Over 10,000 miles	25 pence per mile
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| (d) Bicycle Allowance | 7 pence per mile |
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Car parking will be reimbursed in full on production of a receipt/parking ticket.

When meals are taken on trains the actual cost (including VAT) may be reimbursed in full upon production of receipts.

(Rates at 1 April 2011)