

Travel concession

The Rail Travel Concession allows regular serving police officers travel on National Rail services within an agreed area for a small monthly cost. This is a taxable benefit that the MPS negotiates and pays for. Consequently, those who use this benefit must meet the tax liability on their personal use.

The personal tax liability due is dependent on the number of officers who opt into the scheme, the larger the membership the less the individual tax liability will be. The amount due is based on membership numbers at the beginning of the tax year however if membership changes during the year this figure may be adjusted by the HM Revenue & Customs (HMRC) at the end of the tax year.

Officers who opt into the scheme will be issued with a Travel Card which they will have to produce if requested to do so by rail staff and colleagues from DPS.

How do I join the scheme?

All regular serving police officers who wish to take part in the scheme must complete [Form 6340A](#) which is the opt-in form. This will signify your agreement to take part in the police officer rail travel scheme and to meet the subsequent tax liability.

Completed forms are emailed to HR Compensation & Benefits Team

PCs cannot make use of the concession until travel card is received and signed for, making an application is not sufficient to allow access to the scheme.

How do I obtain my travel card?

Once HR Compensation & Benefits receive an application, a travel card will be produced and the officer will be contacted to make arrangements for this to be collected. The officer must attend in person to collect the pass as there is a requirement to sign to acknowledge receipt and to agree to the Conditions of Use.

What happens if I lose my card?

If a travel card is lost or stolen it must be reported using [Form 6340C](#). As at joining the scheme the relevant section of the form should be completed and saved and then emailed as an attachment to HR Compensation & Benefits Team.

When HR Compensation & Benefits receive the report, a new card will be issued.

Until your new card is issued you will not be able make use of the concession and you will be required to travel to and from work at your own expense. It is therefore important that the loss of the card is reported immediately and you

liaise with HR Compensation & Benefits to arrange the collection of your new card.

What do I do if I wish to opt out of the scheme?

If an officer's circumstances change and there is no longer a requirement to receive the travel benefit, the relevant section of [Form 6340C](#) should be completed. The form and the card should be sent to HR Compensation & Benefits. Only when the card is received will the officer be taken off the scheme. The officer should also contact HMRC to inform them that they have left the scheme, though in normal circumstances changes are unlikely to be implemented by HMRC until the end of the financial year.

If I opt out of the scheme are there any restrictions on re-joining?

If you opt out of the scheme you will not be able to re-join again until after the start of the next tax year.

What happens when I leave the service?

On leaving the travel card must be returned at the same time as your warrant card. The travel card will be sent to HR Compensation & Benefits and once it has been received HMRC will be notified that an officer is no longer part of the scheme. Any tax adjustments due will be made at HMRC discretion, though in normal circumstances changes are unlikely to be implemented by HMRC until the end of the financial year.

What if I forget my travel card and I wish to travel?

Your warrant card alone is not sufficient for you to travel on National Rail services without paying the required fare. Therefore if you are in the scheme and leave your travel card at home or elsewhere, then you will be responsible for paying for your own fare to and from work.

What are the benefits of the scheme?

Research suggests passengers and train staff feel reassured by the presence of officers, both on and off duty. The concession is an important part of the benefit package negotiated by the MPS and offered to MPS officers. In some cases, this benefit is worth thousands of pounds if an equivalent season ticket were to be purchased. Whilst every effort will be made to retain this benefit, no guarantees can be given.

Will my warrant card still be valid?

The police officer warrant card will still be valid on all TfL managed services, including Tube, Bus, Tram and London Overground services. However, travel on other mainline services, both within London and in the area outside London, agreed with the Association of Train Operating Companies (ATOC), will become subject to the 'Opt-In' scheme.

The police officer rail travel card will supplement the warrant card. The warrant card and travel card will both need to be presented during ticket inspection and at station barriers.

Officers who are found to have abused the concession, or travel without the appropriate warrant and travel card will be dealt with seriously. DPS will continue to carry out random checks across the rail network.

If I opt out of the scheme and use national rail services for travel on official business, how do I claim the cost of travel back?

This can be claimed back as an expense on form, you must ensure a receipt is included. If you have opted into the scheme, you are expected to make use of the travel concession and therefore have no need to buy a ticket. Claims from officers who have opted in will only be accepted in exceptional circumstances such as to protect a covert operation.

If you don't opt in can you still travel on a warrant card within greater London on a mainline train?

The new system will allow travel with the warrant card only on TFL run services so any mainline apart from the TFL Overground will not be included and if you do not opt in you will be expected to pay for the journey.

The current rail travel concession scheme is a benefit that the Metropolitan Police Service both negotiates and pays for. The agreed area of travel is defined by the map that is within the toolkit at the bottom of this page. For the avoidance of doubt any police officer traveling on a participant's train service without being in possession of a warrant card and travel card will be required to pay the full applicable fare or penalty fare as the case may be. Any travel on train services not in the concession area will be charged at the applicable fare and where such travel is part of a journey involving travel in the concession area the warrant card holder must purchase the appropriate ticket to cover the part of the journey not in the concession area prior to boarding the train service.

Are the TFL Riverboat services included in the scheme?

The TFL river services are not included in the scheme.

What distance can I travel under this concession?

The area is defined by the [South East Area Rail map](#) and the [Central Area Rail map](#) and not a specific mileage limit. Any officers (that have opted in) travelling beyond the specified boundaries will need to purchase a valid ticket for that part of the journey. Those that have chosen not to opt in must pay the complete fare for any travel on non TFL managed services.

Officers should check the Association of Travel Operation Companies (ATOC) rail maps prior to travel if they are unsure as to the availability of the concession. (Please find in toolkit below).

Can I travel first class?

Officers are not entitled to travel first class under the scheme.

In instances where Southern Trains or Gatwick Express declassify a train so that there is effectively no 1st Class (even if the carriage has permanent lettering to indicate otherwise), an officer would be able to use this carriage along with any others.

Do I have any responsibilities when traveling under this concession?

Yes, it is expected that you make yourself known to the train manager/ticket inspector in the event of assistance being required or requested. As per training, it is then down to the officer involved to make an individual risk assessment of the situation prior to intervention.

This is an important concession for police officers and one which we do not wish to jeopardise in any way. Officers who are found to have abused the concession will be dealt with seriously.

What is the agreement with Virgin Trains?

Officers should note that Virgin Trains only accept the concession between London and Milton Keynes on their West Coast route. Possession of a warrant card does not entitle an officer to concessionary travel north of Milton Keynes Central on any Virgin services. Those officers wishing to travel to Northampton while avoiding the slower 'London Midland' service from London Euston, are advised to take a Virgin service to Milton Keynes Central and change on to a 'London Midland' service for the remainder of your journey, upon which the concession is valid up to Northampton.

What is the agreement with Southeastern trains regarding the new high speed (Javelin) services?

This service is not to be used between St Pancras, Gravesend, Ebbsfleet and Ashford both ways. Any officers that use the high speed section of this service

will be expected to pay the relevant fare as the concession does not include the high speed section.

Some officers have raised the possibility of an upgrade ticket. The warrant card terms and conditions vary from that of a regular season ticket and for that reason officers would not be able to participate.

Can I travel on a fast service to Peterborough using East Coast even though my warrant card covers me only to Stevenage?

Any officer that has opted in and is traveling to Peterborough on East Coast services will need to buy an extension ticket from Stevenage whether the train is scheduled to stop there or not. Those officers that have not opted in will be expected to pay the full fare on any mainline train services.

Are buses included in the scheme?

- TFL - Yes, in total.
- ARRIVA - Yes, nationally.
- Essex CC Park and Ride - Included between Sandon and Chelmsford.
- Thames Travel - all of Oxfordshire

Can I travel on the Heathrow Express?

No under the ATOC contract the Heathrow Express cannot be used. This is not changed by the new opt in scheme.

Are there any plans to extend the free rail travel concession to police staff?

There are currently no plans to extend the concession to police staff.

Does the travel concessionary scheme include members of the Metropolitan Special Constabulary (MSC) Officers?

No it doesn't; MSC officers have their own scheme, details of which can be found in the Territorial Policing Special Constabulary site.