

# EXPENSES POLICY

Policy/Procedure Title	Expenses Policy
Author	OCC Model
Approved	OCC model adopted annually and updated in line with OCC updates
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Staffs are expected to pay their own expenses from home to their normal place of work. The normal place of work is specified in the Contract of Employment. For journeys to different Academy sites, made from home to office, only additional miles may be claimed. Similarly for journeys away from the Academy only mileage over and above what is normally incurred may be claimed.

For Hourly Paid Teachers (HPTs), teaching commitments are agreed by both parties on a specified site and therefore mileage will not be paid to or from that site. However, travel will be paid according to the rules above if the HPT is, for example, asked to attend a moderation meeting on another site related to the original teaching commitment.

There are five procedures for the payment of travel and expenses:

1. Business related activities
2. Staff development related expenses
3. Interview expenses
4. Jury Service expenses
5. Expenses for official union duties

## **1. Business Related Expenses**

### **1.1 Authorisation for Travel**

It must be stressed that journeys and expenses claimed for must be authorised by line managers. The following regulations apply:

- 1.1.1 Use of public transport must be considered for all journeys of more than 50 miles (100 miles return). Public transport should be used for all journeys to London unless there are exceptional circumstances e.g. where materials or equipment have to be carried.
- 1.1.2 Checks should be made to see if an Academy vehicle is available by contacting The Chief Operations Officer if an employee does not have his/her own vehicle.
- 1.1.3 Journeys between each site will be reimbursed in line with Oxfordshire County Council 'All Car' mileage rate. Current rates are up to 10,000 miles at 45p/mile per financial year and any further mileage will be paid at 25p/mile. If a journey is made to a site other than the designated site of the employee, the shorter journey should be claimed for if the employee lives nearer to that site. Your normal home to work mileage should be deducted from this claim. The mileage for journeys have been sourced from the AA Route Planner and have been agreed with the Directors. They are as follows:

Fitzwaryn School to Kingfisher School and vice versa - 11 miles  
Fitzwaryn School to Abingdon and Witney College, Abingdon Campus and vice versa – 11 miles  
Kingfisher School to Abingdon and Witney College, Abingdon Campus and vice versa – 1 mile

Employees with a disability who are driven by a third party can claim mileage as outlined above and would be responsible for paying the person accompanying them directly.

1.1.4 If staff are away from a Academy site, pre-approved meal expenses are available as follows:

Breakfast	Can be claimed if work starts before 7.00am
Lunch	Can be claimed if additional expenditure is incurred and if work continues after 1.30 pm
Dinner	Can be claimed if additional expenditure is incurred and if work continues after 8.30 pm

Contributions towards meals are made as follows (where an itemised receipt is provided):	
Breakfast expenses	£7.50
Lunch expenses	£10.00
Evening meal expenses	£15.00

Payment for alcohol will not be approved.

## 1.2 Payment

Expense claim forms are available from the School offices. Claims should be submitted monthly, at the end of each month, to the finance officer on each site. Only signed and dated claims will be acknowledged. Your Line Manger will then be required to authorise your claim. Claims are paid on the next available salary date.

## 1.3 Public Transport

Staff are expected to travel second class by rail, unless first class travel is authorised in advance by a senior post holder of the Trust. First class travel may be authorised if the journey is long, or if work needs to be done during the journey. For journeys to London public transport should be used.

## 1.4 Overseas Travel

All overseas travel must have prior approval by the Chair or Vice-Chair of the Trust Board.

### How and when to claim

## 1.5

All claims (other than Staff Development) should be made using the relevant form. Such expenditure must be necessarily incurred in the carrying out of Academy business, and arise as a direct consequence of the reason for the travel. Dates, places visited, reason, mileage claimed, subsistence and fares (including car parking) should be completed in full. Receipts should be attached to the claim.

Each claim should cover mileage and/or subsistence for one calendar month only. Claims that are more than three months old will only be approved with the agreement of the Chief Operations Officer.

The deadline dates for submission and payment of travel claims are published each month by the Chief Operations Officer. If the deadline is missed, payment will be made in the following month.

If an employee on call out is called to the Academy, the mileage should be claimed as above.

All queries relating to the payment of travel claims should be addressed to the Chief Operations Officer.

### **1.6 Use of own car**

Where a privately owned vehicle is used, it is the driver's responsibility to ensure that the policy covers the driver adequately for business use, which does not normally incur extra cost.

### **1.7 Change in Work Location**

When the Academy requires a permanent change in work location, excess mileage will be paid for a period of up to two years. The amount the employee is entitled to will be calculated based on the shortest possible route and should be claimed each month on the claim form.

## **2. Staff Development Related Expenses**

All claims should be made using the Staff Development expenses claim form available from the School offices and are authorised by the Chief Operations Officer for Business Support claims or the Head Teacher for curriculum-related claims. Overnight accommodation will be reviewed on application and will only be paid if agreed in advance.

The regulations are the same as those for business related expenses.

## **3. Interview Expenses**

Reimbursement of interview expenses is not permitted, unless prior approval has been given by the Head Teacher.

## **4. Expenses Incurred through Jury Service**

If an employee is required to attend for Jury Service pay is not affected. Claims for mileage or other incidental expenses however should be made on a form supplied by the Courts Service and made in accordance with guidelines given by them.

## **5. Expenses Incurred through Official Union Duties**

When a union representative is required to travel to accompany a member of staff, they should contact their local union branch to claim expenses.

## **6. Governors may claim travel expenses to and from training, however, no claims are accepted for routine meetings.**