

EXPENSES POLICY

Policy/Procedure Title	Expenses Policy
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Staff 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 as the base location.

For journeys to different Academy sites, made at the request of the employer, expenses may be claimed. Similarly, expenses for journeys away from the Academy to other off-site venues for training or business 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 seven principles 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
6. Governors' expenses
7. Office based – working at home

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 the Inland Revenue 'All Car' mileage rate. Current rates are up to 10,000 miles per financial year at 45p/mile and any further mileage will be paid at 25p/mile. Travel to sites is estimated as per following guidance according to the AA autoroute.

Kingfisher to Fitzwaryn and vice versa 11
Kingfisher to Bishopswood and vice versa 23
Bishopswood to Fitzwaryn and vice versa 27

The Trust recognises that there are several routes to a location depending on traffic and would expect no more than a 10% variance to regular routes unless diversions are in place. These should be noted on the claim form.

1.1.4 If staff are away from an 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. 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 or for safety reasons, i.e. travelling alone late at night. For journeys to London public transport should be used where possible.

1.4 Overseas Travel

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

1.5 How and when to claim

All claims 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 the 5th of each month for the previous month. 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 or relevant Headteacher.

1.6 Use of own car

Where a privately owned vehicle is used, it is the driver's responsibility to ensure that the vehicle's insurance policy covers the driver adequately for business use.

2. Staff Development/Training Related Expenses

All claims should be made using the standard 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 an individual basis and will only be paid if agreed in advance. (If the course venue is more than a 2-hour commute pre and post event, a night's accommodation will be positively considered)

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 or Trust.

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. See Governors expenses policy.

7. Office based staff, working at home

Employees who are classed as office based, but are working at home, are expected to attend the central office for 40% of their working week, at their own cost. Additional essential business travel on the remaining days is payable at the agreed inland revenue rates. Claims on these days are calculated as a return journey from home.