

STAFF EXPENSES AND TRAVEL

Version 1

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| Signed by Chair of Trustees Hugh Whittaker |  |

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1. Introduction and General Principles

- 1.1 All staff have a responsibility to ensure that financial and other resources entrusted to the Trust are used to best effect in order to further the best interests and the purpose of each Academy. This policy provides staff with detailed guidance on the procedures to follow when incurring/claiming expenses (e.g. travel and subsistence, course fees) which are required wholly, necessarily and exclusively for the performance of their duties.
- 1.2 There is a fundamental requirement on all staff that they should not incur any personal financial benefit through their employment by the Trust other than their agreed salary. Any breach of this requirement may lead to disciplinary procedures. Relevant staff are required to disclose any pecuniary or other links they may have with the Trust's suppliers by means of a completed entry in the Register of Interests.
- 1.3 The Trust recognises that there are situations where an employee may be entitled to benefits in addition to their salary. This policy sets out the provisions and criteria for additional benefits.
- 1.4 Staff must also be aware that public relations and perceptions require that the Trust not only has a rigorous, effective and transparent Staff Benefits Policy and Expenses policy in place, but also that no misleading or unfortunate impression can be created in the application of the policy. Accordingly, the Responsible Officer in conjunction with the external auditors will be requested to carry out periodic targeted reviews of the application of the policy.
- 1.5 The Director's as formally designated Accounting Officer are responsible for ensuring compliance with all Financial Regulations, Policies and Procedures. Ultimately the Accounting Officer is answerable to Parliament via the Public Accounts Committee for all uses to which the Trust's public funding is put, and this policy contributes to the framework within which this accountability sits.

2. Scope

- 2.1 The Trust will reimburse staff for all reasonable expenses wholly, necessarily and exclusively incurred in the performance of their duties, such as travel, subsistence and accommodation. Consideration should always be given to using the most practical and cost effective method of travel. Purchase of resources should, where possible, be done through the office but where this is not possible, staff will be required to submit a petty cash claim form for expenditure up to £20 or a requisition form if above £20. Authorisation for this expenditure must be sought from the Head Teacher prior to purchase. All reimbursement claims will normally be paid through petty cash, cheque or BACS.

3. Staff Benefits

- 3.1 There are a number of staff benefits which have been agreed by the Trust made in

addition to salary. These include: -

- Provision of the Trust's uniform e.g. polo shirts for P.E. and outdoor coats for playground duties etc.
- Free lunches for staff eating in the dining room with the children to model social skills and assist children with tool use and encourage healthy eating
- Provision of lunch on INSET days, as appropriate

4. Contributions towards Fees for Approved Qualifications and Related Study Leave

4.1 The Trust takes a positive view of staff wishing to further their qualifications. The Trust will consider contributing towards course fees provided the course is directly relevant to the staff members work at the Academy or will enable the staff member to make further valuable contributions towards his/her work at the Academy.

4.2 Approval for such contributions will be at the discretion of the Headteacher and Director.

4.3 Any study leave required for the course during ordinary hours must have prior approval from the Head of School and will be counted as unpaid leave.

4.4 Authorisation, Responsibility & Procedures

4.4.1 All staff should submit their approved expense/petty cash claims to the Head teacher for approval normally within one month of the end of the month in which expenditure is incurred.

4.4.2 The Head Teacher will validate the claim and ensure that the amounts claimed are justifiable and represent Best Value, before being passed to the Academy office for recording and processing.

4.4.3 Receipts must accompany all claims. Credit card slips or statements will not be accepted as evidence of business expenditure. A VAT receipt must include the name and address of the retailer, the retailer's VAT registration number, the date of the purchase, details of what goods or services have been purchased and the VAT inclusive value of those goods or services in sterling.

4.4.4 Reimbursement will normally be made in the month following the month of the claim being submitted. Appropriate detailed VAT receipts or invoices must be attached as confirmation of expenditure incurred. Where receipts are not available the reason for their unavailability must be given.

4.4.5 Claims must be submitted within the month following the term in which they are incurred to be eligible for reimbursement. At the end of the academic year, all expenses must have been submitted to be eligible for reimbursement. This is to facilitate effective budget management for the schools and Trust.

4.5 Travel Considerations

4.5.1 When travelling, public transport should normally be used.

- 4.5.2 Home to School Travel - Staff are responsible for the cost of all travel between their home and their normal primary place of work. It is possible for staff to have more than one normal place of work; guidance can be found in the HMRC Employee Travel guide 490 here. Staff will not be paid home to work travel but may claim same day travel between sites as per this guidance.
- 4.5.3 Journeys between Home and Temporary Place of Work - If you can demonstrate that your journey from home to a temporary base (or vice versa) incurs excess travel costs, the excess costs will be reimbursed. Full details of the excess costs must be provided on your expense claim.
- 4.5.4 Private Cars - Staff may use their private cars for school purposes, including inter site travel, and will be reimbursed at the appropriate rates set by the Academy.

4.6 Private Cars & Driving

- 4.6.1 Private cars may be used for journeys of less than a 200 mile round trip. It is generally more cost effective to use an alternate method for journeys greater than 200 miles. Where a journey of greater than a 200 mile round trip is to be undertaken in a private car, prior approval should be sought from the Head teacher. Drivers undertaking long journeys must allow sufficient time for the journey, and make regular stops to ensure their well-being and alertness.
- 4.6.2 Any parking, Road Traffic Act fines or penalties incurred are the personal responsibility of the member of staff and will not be reimbursed by the Trust.
- 4.6.3 Drivers must ensure that their private vehicle is adequately insured for appropriate business use, as the driver is personally liable for any incident.
- 4.6.4 Drivers must ensure the roadworthiness of their vehicle and that the vehicle meets all the requirements of the Road Traffic Act.
- 4.6.5 The use of a hand-held mobile phone while driving is illegal. The Trust policy is that staff are not to use mobile phones whilst driving on Academy business.
- 4.6.6 Mileage will be paid at the published HMRC AMAP (Approved Mileage Allowance Payments) rate. When travelling on business by car, directly from or to your home, you must deduct your usual home to work base mileage from your mileage claim. This is a requirement of HMRC. The 2020 rates are:

| | Car | Motorcycle | Bike |
|--------------------|-----|------------|------|
| Up to 10,000 miles | 45p | 24p | 20p |

4.7 Taxis

- 4.7.1 When travelling by taxi, a receipt must be obtained. Where possible, the claimant should obtain prior approval from the Head teacher before using a taxi. Travel by taxi should be kept to a minimum and normally only used under the following circumstances:
 - Where heavy baggage or equipment is being transported;
 - Where no public transport is available
 - When a member of staff has a temporary or permanent mobility issue, or
 - Where personal security is perceived to be an issue

4.8 Rail

4.8.1 First class rail travel is only permitted where the authorising Head teacher considers that the need for a working environment, use of portable computer equipment for example, is justified given the length of journey, nature of journey and cost of journey. The only exceptions are where it can be demonstrated that it is the cheapest ticketing option of all available tickets.

4.8.2 Significant savings can be obtained by specifying outward and/or return journeys at time of booking.

4.9 Subsistence

4.9.1 When staff are working away from the school and meals are not provided as part of the purpose for travelling (e.g. attendance at a conference), staff may claim the actual cost of relevant meals on presentation of receipts, up to the limits (including VAT and service) below. All claims must be supported by appropriate detailed VAT receipts or invoices. These limits take account of the fact that staff would normally incur a domestic cost for meals in any case:

Meal Limit (incl. VAT & Service)

| | |
|-----------|-----|
| Breakfast | £6 |
| Lunch | £6 |
| Dinner | £20 |

4.9.2 If certain meals have been provided for you, such as breakfast being included in the accommodation charge or location catering provided for lunch, only the other meals may be claimed.

4.10 Overnight Accommodation

4.10.1 Overnight stays must be pre-approved by the relevant authorised signatory. If you have to stay away from base overnight, the Trust will pay for the cost of a standard room with bathroom facilities.

