

STAFF EXPENSES POLICY

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STAFF EXPENSES POLICY

Scope

This document sets out the expenses staff are able to claim for.

For the purpose of this document, 'staff' refers to all individuals employed (including volunteers) by academies operating under a Multi-Academy Trust of the Hamwic Trust.

General

Staff will be reimbursed for any 'reasonable' expense incurred in carrying out their duties.

Reasonable expenses can be defined as:

- Mileage expenses – the use of own car on school business (excluding to and from work)
- Parking expenses for school business
- Subsistence – where staff have incurred 'additional' expenses in the course of their work, e.g. for official hospitality or staff who are travelling in performance of their duties and are prevented from taking meals at home or at school

Anything outside of the above would be subject to approval by the Head Teacher (or equivalent) and should be agreed prior to the expense being incurred.

The general expectations for claims are that:

- Journeys are necessary
- Travel is by the shortest reasonable route
- All receipts should be attached
- Payments of gratuities and purchase of alcoholic beverages are the personal responsibility of the individual concerned and are not reimbursable

Procedure

- Staff are expected to fill in their own travel claim forms and submit them to the Business Manager on a timely basis. Claims will be paid to staff via BACS.
- Claims older than the current school term may not be approved except in exceptional circumstances.
- Expenses for a period of a month or half a term can be included on one form.

Mileage

- All journeys should be necessary and approved by the Head Teacher (or equivalent)
- Mileage should be calculated by the shortest route
- Mileage should be calculated on the basis of claiming only additional mileage travelled, i.e. normal home-to-school mileage should be deducted from journeys. Business mileage covers journeys made from school or home to another site within school hours, while taxable business mileage is any home to school journey outside school hours.
- Claims forms can be found on the intranet or school office.
- The claim form must contain details of the start and the finish of the journey. If travelling directly from home, only mileage in excess of the normal home to school journey can be claimed.

Parking

- Parking fees may only be claimed for school business. All tickets must be attached to the claim form.

Subsistence

- Staff are expected to make their normal arrangements (or equivalent) for lunch while undertaking their duties in all circumstances (regardless of whether they are working in a different location). Subsistence can be claimed by staff who are travelling in performance of their duties and are prevented from taking meals at home or at school. Receipts must be attached to the claim form.

Other Expenses

- Travel should always be carried out by the cheapest method possible. Evidence may be required to support 'cheapest' quotes (i.e. comparison of train fares).
- Taxis fares should be avoided unless agreed by the Head Teacher (or equivalent) or Business Manager prior to the journey.
- All school items should be purchased via the Finance/Admin Office. Where staff have incurred the cost themselves and require reimbursement, claims should be supported by a receipt. These expenses should be approved by the Business Manager or Head Teacher (or equivalent) before claiming.
- Claims for alcohol will not be reimbursed.