



Expenses Policy Staff, Governors and Trustees

Policy reviewed and adopted by Trustees	16 December 2019
Review frequency	Annually
Date of next review	December 2020
Responsible Officer	Director of Finance and Operations

Introduction

Staff and Trustees should be reimbursed for reasonable out of pocket expenses incurred whilst undertaking Trust business. Trustees understand that their role is voluntary and as such, they will not receive remuneration or recompense for loss of wages whilst undertaking Trust duties. However, reimbursement of any additional out of pocket expenses, such as travel and subsistence incurred can be reclaimed with the prior agreement of the Trust.

Travel and subsistence expenses are only payable for official journeys on Trust business i.e. journeys that are necessary for the proper performance of the individual member of staff's or Trustees duties. All claims for payment of subsistence, travelling and incidental expenses shall be completed in a form approved by the appropriate person and should be approved in advance.

Expenses that are of a purely personal nature or not reasonable in the circumstances will not be reimbursed. It is not intended that employees should make a profit from expenses or conversely be out of pocket due to undertaking Trust/Academy business.

Scope

The scope of this policy is as follows:-

- To provide guidance to Trustees and employees/volunteers of the Trust on the payment of expenses incurred offsite whilst engaged on Trust business.
- To describe the Trust policy and regulations for the booking of travel and accommodation.
- To provide details of the limits for reimbursement, the method of reimbursement, and the nature of evidence required to support a claim for reimbursement.
- This policy is applicable to all employees and volunteers of the Trust and Trustees and governors.

Legislation

HMRC rules regarding the taxation of employee benefits and expenses apply to this policy. The current HMRC accepted mileage rates for motor vehicles are 45p per business mile for the first 10,000 miles and 25p for each business mile above 10,000. (Please refer to HMRC website for motor cycle and bicycle rates) The Trust has adopted the rate paid by Newcastle City Council of 49.6p per business mile for the first 10,000 miles. Staff traveling more than 10,000 business miles per annum will require prior approval from the Chief Executive Officer.

General Considerations

Travel & Hotels

The procurement of travel and hotel accommodation should occur on the most economical basis, which meets the needs of the traveller. Travel must be booked using the usual procurement processes and must be approved in advance. Reimbursement of expenditure for travel and accommodation booked outside this procedure will be at the discretion of the Trust Board.

Air Travel

Whilst it is highly unlikely that air travel will be required for carrying out Trust duties, there may be opportunities for exchange projects, accompanying students on educational visits or government funded research. Economy class seating will be booked based on the lowest logical fare available.

Rail Travel

It is expected that the majority of travel outside of the local area will be undertaken by public transport, unless it is not convenient because of the time of travel or location of destination.

Bookings will be for the least expensive option after due consideration of the extent of mitigating expenses for meal, car parking and public transport. This will depend upon train timetables and business requirements. Tickets should be booked in advance through the school finance officer who has access to the business account held for rail transport.

Consideration will be given to the distance involved and the duties expected of the individual upon arrival. It is expected that journeys will be made using Standard Class tariffs. Prior to the travel taking place it must be approved as follows:-

Trustees	approved by Board of Trustees
Chief Executive Officer (CEO)	approved by Chair of Trustees/ Director of Finance and Operations
Head Teacher/Head of School	approved by CEO
Central Trust staff	approved by CEO
Other Trust staff	approved by Head Teacher/Head of School

If an employee, volunteer or Trustee choses to travel to First Class they may do so providing they personally incur the cost of the difference between the price of a First Class and a Standard Class ticket. Documentation should be retained to evidence this.

If an employee, volunteer or Trustee has a rail card, savings made will be passed onto PLT.

Road Travel

Where it is the most cost efficient manner of travel, mileage will be paid for all business travel based on the number of miles travelled at the rate used by Newcastle City Council. It is expected that the route taken will be the shortest route between locations. In cases where this is not possible explanations must be provided on the claim form.

See Section 'Business Use of Personal Car' below for more details

Personal Travel

All employees/volunteers/Trustees are not permitted to book travel and/or accommodation for none Trust activities using the Trust procurement processes.

Hotels

Hotels should always be booked in advance using the Trust procurement process and should be rates that would be considered reasonable by the general public.

Car Parking and Tolls

Car parking and toll charges incurred on Trust business are reimbursable, providing receipts are provided. Excess charges/parking tickets will not be paid by the Trust.

Other expenses (Excluding mileage claims)

All claims that are wholly and exclusively for the use of the business must be supported by a valid VAT receipt (if available), up to the value of £25.00 unless pre-arranged. No reimbursement for purchases from personal funds above this amount will be made unless there is no reasonable alternative method of payment by the Trust available and the employee therefore has to use their own funds to make the purchase.

All internet purchases (such as Amazon or Ebay) must be purchased using an official business bank account, and this will generally be via the Trust procurement card by the Trust finance staff. Whilst staff are expected to order in advance using the procurement card, there may be circumstances where this is not possible. In these cases, staff must not use their own personal credit card and must make a payment using a debit card or cash, for which they will be reimbursed in accordance with this policy.

Subsistence Allowances

Subsistence is paid at the following **maximum** rates

- Breakfast £5.00
- Lunch £7.50
- Dinner £20.00 (£25.00 if in London)

VAT receipts must be produced at time of claim (if available)

No reimbursement will be made for any claims for alcoholic beverages.

Business Use of Personal Car

The Trust will reimburse employees/volunteers/Trustees for the use of their private car used on Trust/Academy business where it is the most cost-efficient method of travel for the Trust/Academy.

Employees/volunteers/Trustees should give consideration to car sharing, where possible, or the use of public transport.

Any employee/volunteer using their own car on Trust/Academy business must be in possession of a current driving licence and current insurance policy, which covers business use and indemnifies the employer against third party use.

The importance of these requirements cannot be emphasised too strongly to all employees/volunteers/Trustees as their motor insurance cover would be invalidated if they used their own private car on Trust business when in fact they were only covered for social domestic and pleasure purposes.

The Business Manager in each setting or equivalent shall be responsible for maintaining a register of insurance details in respect of each employee/volunteer who may be required to present their certificate of insurance annually to a designated person.

It is the responsibility of the individual to ensure that the designated person periodically reviews their current insurance certificate together with a copy of their driving licence.

Claims should be submitted a maximum of **one** month in arrears, giving full details of starting and finishing points, places visited and reasons for the journeys.

A maximum limit of £150 shall be applied to any one car journey. In addition, claims should not normally be made for any journey of less than 2 miles as the administrative costs to the organisation would exceed the value of the claim.

In the event that an official journey begins or ends at a point other than the usual place of work, a claim will be made for the lesser of the miles actually travelled or the miles that would have been travelled had the journey begun or ended at the Academy.

The Trust will not normally pay for any mileage incurred by employees/volunteers/Trustees on travelling from their home to their normal and expected place of work. Any exception to this rule must be approved by the designated person before the claim is submitted.

Such exceptions are taxable benefits and will attract a liability to both income tax and national insurance for the claimant

Penalties and Fines

Under no circumstances will the Trust pay fines e. g. speeding and parking fines.

Payment of Claims

Claims should be submitted on the approved claim form, and appropriately authorised. Payment of authorised claims will be made each month with the payroll run.

Claims are to be submitted for payment within two months from the date of being incurred.