

Appendix H of Financial Regulations Manual
Staff Expenses Policy



Appendix H Staff Expenses Policy

Document Summary

Document Owner:	Chief Financial Officer
Version:	V1
Document Status:	Approved
Date Last Approved:	October 2023
Date of Next Review:	January 2025
Review Frequency:	Annually
Owner: (Trust or School)	Trust
Governing Committee:	Board of Directors
Statutory or Optional policy:	Statutory

Amendment History

Version	Amendment Date	Author	Amendment Summary
1	October 2023	Kim Bowgin	New policy - approved by Board of Directors

Appendix H of Financial Regulations Manual Staff Expenses Policy

1) Purpose of the Policy

The Trust Board recognises that although in the first instance, members of staff should not purchase items from their own money and request reimbursement at a later stage, they may incur expenses related to their work for the Trust for which they should be reimbursed. This policy sets out the Trust policy for reimbursing work-related expenses.

2) Consultation process

The policy was developed in consultation with staff and the FAR Committee.

3) Relationship to other policies

Financial Regulations Manual
Staff Handbook
Appendix C - Purchasing Policy

4) Reimbursement of Expenses

All employees have the right to claim reimbursement for reasonable expenses resulting from carrying out their role for the Trust. The following are examples of expenses that can be claimed:

- Travel costs (car or public transport) to training courses and meetings related to the Trust's business and travel to other sites within the Trust which are not the individual's normal contracted place of work
- Accommodation
- Parking

The Trust will not reimburse staff or volunteers for other personal expenses or any fees unless expressly approved through their Contract of Employment.

As a rule, the Trust only pays expenses that are deemed by HM Revenue & Customs (HMRC) to be non-taxable benefits.

[HS207 Non taxable payments or benefits for employees \(2023\) - GOV.UK \(www.gov.uk\)](#)

1. Expense Claims

- 1.1 All claims for reimbursement of expenses, incurred by an individual in the course of Trust related business, must be supported by official receipts and signed by an authorised signatory or budget holder. Receipts should not include personal items nor alcohol (or any products containing alcohol).

Appendix H of Financial Regulations Manual Staff Expenses Policy

- 1.2. Staff cannot authorise their own expenses claim form.
- 1.3. All expenses must be claimed within 6 months of the cost being incurred.
- 1.4. Expenses will only be paid when the claim reaches £5.00.
- 1.5. Payments will normally be made fortnightly by BACS.

2. Travel Expenses

- 2.1 The cost of travel between home and place of work will not be reimbursed.
- 2.2 Business mileage expenses will be paid via BACS and should be claimed via the expenses claim form. Business mileage will be paid at rates in line with the current HMRC mileage rates which are:
 - All cars 45p a mile, plus an additional 5p per mile if 2 or more colleagues travel together or if they are transporting students or large items of equipment
 - Motorcycles and scooters 24p a mile

Travel to and from a designated place of employment as determined by your contract of employment does not qualify for business mileage. HMRC rules state that any payment for the expense of travel (car mileage or fares) to a principal place of employment constitutes a taxable benefit and also that travelling to and then on from the regular workplace should constitute two journeys. Business mileage excludes home to office but travel from home to a business location other than your regular place of employment and return is permissible.

For clarity a staff member or volunteer may claim the shorter distance of home to destination or designated place of employment to destination. For example, if the normal mileage from home to place of work is 10 miles and the claim from home to destination is 25 miles, may only claim the difference between these two values i.e. 15 miles to be claimed.

Any staff member or volunteer using their vehicle for business purposes should ensure that the vehicle is adequately insured for the purpose and have a valid MOT. Where cars are being used to transport pupils, it is the drivers responsibility to ensure that their insurance covers this activity. The standard rate per mile is set having taken into account any additional insurance costs, the Trust will not cover any additional insurance costs.

Toll and clean air charges are claimable where it is unavoidable and to conduct Trust/school business.

Appendix H of Financial Regulations Manual Staff Expenses Policy

The Trust does not accept responsibility for any fine incurred by a member of staff (whether parking or any other driving offence) whilst they are travelling on the Trust's business.

The Trust is not responsible for any damage to the car of any staff member, nor any injury to the driver or fellow passenger, nor any third party claims whilst the car is being used on The Trust's business.

2.3 Public transport will be reimbursed at the rate of:

- Trains – at cost
- London underground or similar - at cost
- Coach and Bus - at cost
- Taxi - at cost

Train travel should be by standard class. Staff and volunteers are encouraged to seek such discounts as may from time to time be available. There may be occasions where it is appropriate and/or cost efficient to travel by first or premium class but this should only be in exceptional circumstances and with the approval of the CFO.

When using the London Underground a receipt is always available from the desk or machine, which can be retained. Alternatively, use can be made of an Oyster card.

Taxi journeys should be avoided if possible as they can be expensive. They may be used for example to make a short journey from a train station to a meeting. A receipt must always be produced. Taxi drivers are required by law to provide receipts upon request from the passenger. There may be exceptional circumstances when travel by taxi is the only option; in such cases approval must be sought prior to the journey.

3. Accommodation and Meals

3.1 Where staff travel on Trust/school business and an overnight stay is necessary, an overnight subsistence allowance may be claimed. The Trust will reimburse the reasonable costs of accommodation, food and drink when supported by receipts. Prior permission from the CEO and CFO must be secured before booking accommodation, as this will be reviewed on a case-by-case basis.

Situations where accommodation may be needed, may include (but not limited to and remain at the discretion of the CEO or CFO):

- When the meeting and returning travel time last more than 12 hours.

Appendix H of Financial Regulations Manual Staff Expenses Policy

- When the meeting or course lasts more than one day, and it costs less to stay overnight than return home or the accommodation cost is not covered as part of the course.
 - The cost of overnight accommodation must be reasonable (typically no more £75 per night, £120 for London). If it is not possible to source a hotel at these nightly rates, and it is necessary to pay a higher rate, then prior written approval should be obtained from the CFO, by the CEO for the CFO, or by the Chair of the Board of Directors for the CEO.
- 3.2 The Trust will only bear the cost of accommodation required for business purposes and will not meet the costs of any extensions to a stay for personal reasons or for accommodation provided to a spouse or other family members.
- 3.3 Accommodation and travel arrangements should, wherever possible, be pre-booked via the school Finance Lead or the central team when attending events for or on behalf of the Trust. This can save the Trust significant amounts of money through its ability to negotiate lower rates and save in the administration of expenses claims.
- 3.4 Reasonable meal expenses may be claimed if a receipt is produced. The repayment will be the actual sum noted on the receipt and costs should be kept to a minimum. The cost of an evening meal (typically £20) and breakfast (typically £10) can be claimed when staying overnight. Purchase of alcohol cannot be reimbursed. Receipts should not include personal items nor alcohol (or any products containing alcohol).
- 3.5 Members of staff should note that items of a personal nature, such as alcoholic drinks, mini-bars, video hire, etc. will not be reimbursed by the academy and these should be deducted from any bills submitted for reimbursement.

4. Parking

- 4.1 Reimbursement of parking fees may be claimed. A receipt or the ticket itself should be provided to substantiate the claim.

5. Business Entertaining

- 5.1 All business entertaining activities must be approved in advance by the CEO or CFO, and be evidenced by an outcome that delivers value to the Trust.
- 5.2 The purchase of alcohol or alcohol related items for hospitality or celebration is not permitted.

6. Meetings/Refreshments

Appendix H of Financial Regulations Manual Staff Expenses Policy

- 6.1 Where lunches or refreshments are provided for meetings or in-house training the standard practice shall be for this to be ordered and paid for through the normal Trust ordering and payment processes. These must be fully justifiable and have an evidenced outcome which adds value to the Trust.
- 6.2 In the rare event that a staff member or volunteer has directly incurred these costs an expenses claim may be made. All recipients must be identified by name in the claim.
- 7. Professional subscriptions and membership of professional bodies**
- 7.1 Professional subscriptions for members of staff are the personal responsibility of individual members of staff. No reimbursement will normally be provided by the Trust for such costs, although individual staff members may be able to claim tax relief for these costs either through their tax code or on their own tax self-assessment returns.
- 7.2 However, if there are benefits to the Trust through being a member of an organisation, payment may be allowed but this must be agreed, prior to the expense being incurred, by the Executive Principal/Principal/Head of School, CFO or CEO.

5) Monitoring & Review:

The Trust will review this policy every year and assess its implementation and effectiveness.

Board and/or Committee members will oversee the internal audit arrangements; providing the appropriate level of support and challenge to ensure that the agreed practice and procedure has been implemented through:

- Scrutiny of all reporting information requested and received
- Identification of any associated risks, trends, underlying or contributory factors
- Assessing any opportunities for change to enhance existing practice and achievement of the Trust's vision
- Making decisions in respect of any proactive and/or mitigating action to be taken
- Evaluating the impact and effectiveness of policy and practice in line with the agreed policy review schedule or as necessary.