

POLICY / PROCEDURE / ACADEMY DOCUMENT:	STAFF EXPENSES POLICY	
POLICY REF:	K-FMP-010	
POLICY STATUS:	Recommended	Statutory ✓
THIS VERSION APPROVED (DATE):	7th March 2016	
SIGNED: (CHAIR OF MEETING)	
MINUTED (DATE):	7th March 2016	
REVIEW DATE:	1st March 2019	
COMMITTEE:	Leadership and Management	
RESPONSIBLE OFFICER:	Strategic Business Manager	

STAFF EXPENSES POLICY

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STAFF EXPENSES POLICY

1 INTRODUCTION

Staff may claim reimbursement for reasonable expenses incurred wholly, necessarily and exclusively in the course of the school's business. These may arise from attending meetings, training or conferences, or purchases made on the school's behalf. Any purchase made on behalf of the school must be approved by the budget holder prior to purchase.

It is essential that Inland Revenue regulations are met and therefore this policy must be adhered to when making an expenses claim.

2 CLAIMING EXPENSES

- 2.1 Payments for the personal expenditure of staff must be made using a Petty Cash Voucher.
- 2.2 The purchase of classroom equipment and items must be completed using the purchase ordering system and paid for directly by the school. A Petty Cash Voucher may not be used for reclaiming the cost of such purchases.
- 2.3 Staff should make reasonable efforts to get the best value possible when purchasing items or food. Travel tickets should be pre-ordered from the school office at least one week in advance of the date of travel.
- 2.4 Supporting documents required as evidence, such as receipts and bills, must be attached to the Petty Cash Voucher.
- 2.5 Petty Cash Vouchers must be approved and signed by the budget holder, where appropriate.
- 2.6 Claims by the Headteacher must be authorised by another member of the Senior Leadership Team (SLT).
- 2.7 Claims which do not meet approval will not be processed and will be returned.
- 2.8 The original completed voucher will be recorded and stored with any supporting documents, within the Finance Office after payment has been made.

- 2.9 The submission of false claims will be treated as a serious matter and may lead to disciplinary action.

3 TAX CONSIDERATIONS

- 3.1 Claims adhering to the procedures in this Policy will be paid without the deduction of income tax. However, it is the claimant's responsibility to ensure payment for any due tax is made.
- 3.2 Other expenses may be paid via payroll. These will be treated as benefits-in-kind and taxed accordingly.

4 TRAVEL EXPENSES

- 4.1 Payment for mileage will be paid at the Inland Revenue approved rate (currently 45p per mile). The rate is paid irrespective of the fuel type or capacity of the car.
- 4.2 Staff are encouraged to car pool where possible.
- 4.3 If a member of staff starts / ends their journey at their home, and the distance travelled is less than the distance that would have been travelled had they started / ended at the school, the lesser distance will be paid.
- 4.4 The date of, reason for, starting point and destination of the journey should all be shown on the Car Allowance claim form.
- 4.5 Claims submitted over one month after the expense incurred may not be paid.
- 4.6 Parking or speeding fines will never be reimbursed.

5 VEHICLE INSURANCE

- 5.1 The school does not provide car insurance for staff using their own vehicles. Staff members are responsible for ensuring they are appropriately insured prior to travel.
- 5.2 Staff must also ensure that the car is safe and legal to drive.

6 USE OF PUBLIC TRANSPORT

- 6.1 The use of public transport for eligible journeys will be reimbursed upon receipt, provided the expenses are reasonable.
- 6.2 Staff should use the most economical class of travel. Generally, standard or economy class.
- 6.3 The school will not pay for the travel of any accompanying person, unless their attendance is required as a representative of the school or the staff member requires assistance by means of reasonable adjustments.

7 SUBSISTENCE ALLOWANCES

- 7.1 Subsistence allowances may be claimed for meals purchased by staff required to work at a location five miles or more away from their home or the school. No reimbursement will be made for an activity or visit where the staff member where normally have provided their own lunch e.g. school trips and residential visits.

Daily subsistence rates

- 7.3 No receipts are required for daily subsistence allowances.
- 7.4 An absence of more than five hours permits an allowance of £4.50.
- 7.5 An absence of more than ten hours permits an allowance of £9.50.

Overnight subsistence rates

- 7.6 Reasonable expenses for the cost of food and drink will be reimbursed when supported by receipts. Accommodation must be pre-booked by the school office at least one week in advance of the date of travel.
- 7.7 Only the cost of accommodation required for business purposes will be provided by the school. It will not meet the cost of additional parties or accommodation provided to a spouse or other family members.
- 7.8 Personal items, such as alcoholic drinks, mini-bars etc. will not be reimbursed and their total should be deducted from any bills submitted for expenses purposes.

“Staying with Friends” Allowance

- 7.10 If an employee chooses to stay with friends or relatives instead of a hotel, an allowance of £25 per night may be claimed.

8 TELEPHONE AND MOBILE EXPENSES

- 8.1 Business calls made from a home telephone may be reimbursed subject to provision of an itemised telephone bill and their inclusion on the Petty Cash Voucher.
- 8.2 Calls from personal mobile phones made for business purposes may be reimbursed subject to provision of evidence of the calls attached to the Petty Cash Voucher.
- 8.3 Line or equipment rental will not be reimbursed.
- 8.4 The School only provides mobile phones for operational purposes. Such phones are only to be used in emergencies and the individual will be required to reimburse the school for any personal use.

9 ADVANCES

- 9.1 In special circumstances, advances may be made for expenses over £100 but less than £250. Any advance must be cleared by producing an expenses claim form as soon as reasonably practicable after the expense has been incurred and no more than two weeks after the advance was given.

10 ENQUIRIES

- 10.1 All enquiries should be addressed to your line manager or Strategic Business Manager.

11 VERSION CONTROL

Academy Version 2015-2016/001	v.001 – March 2016
Date agreed by the Leadership & Management Committee:	7 th March 2016
This policy updates and replaces that approved by Governors:	New Policy (Version-01)
<p>In this policy as in all documents of The Ashley School Academy Trust (“TASAT”) any reference to The Ashley School, The Academy, School, Governors of The Ashley School or Trustees of The Ashley School is a reference to The Board of Directors of The Ashley School Academy Trust and any reference to the Headteacher of The Ashley School is a reference to the Chief Executive Officer of TASAT.</p>	
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