

## STAFF EXPENSES POLICY

|                           |   |
|---------------------------|---|
| <b>Prepared By</b>        | Chief Financial Officer                   |
| <b>Approved By</b>        | Hamwic Education Trust Board of Directors |
| <b>Approval Date</b>      | 18.9.19                                   |
| <b>Policy Review Date</b> | September 2021                            |

## STAFF EXPENSES POLICY

### Scope

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

For the purpose of this document, 'staff' refers to all individuals employed (including volunteers) by the Hamwic Education Trust & its academies.

For directors, partners & governors, please refer to the Director & Governor Expenses Policy.

### 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 mileage)
- Parking expenses – whilst on school business
- Subsistence – where staff have incurred 'additional' expenses in the course of their work, e.g. official hospitality for 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 CEO/School Leader 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 must be attached to claim forms
- Payments of gratuities and purchase of alcoholic beverages are the personal responsibility of the individual concerned and will not be reimbursed

### Mileage Expenses

Staff must complete their own travel claim forms and submit them to the Finance Office on a timely basis. Mileage should be calculated on the basis of claiming only additional mileage travelled, i.e. normal home-to-school mileage must be deducted from each journey if travelling from home.

All travel claim forms must be verified by an individual who is not approving the claim. Staff cannot verify their own travel claim forms.

All travel claim forms must be approved by the CEO/School Leader or appropriate budget holder. Mileage claims by School Leaders must be approved by the Chair of the Governing Body or the CEO. Mileage claims by the CEO must be approved by the Chair of the Board of Directors.

Travel claim forms should be submitted on a monthly basis. Approval for claims older than one month will be paid at the discretion of the CEO/School Leader.

Mileage will be paid at the HMRC approved rates:

- 45p per mile for mileage up to 10,000 miles
- 25p per mile for mileage over 10,000 miles

Claims will be paid to staff via BACS.

**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 CEO/School Leader prior to the journey.

All school items should be purchased via the Finance Office. Where staff have incurred the cost themselves and require reimbursement, claims must be supported by a receipt/invoice. These expenses must be approved by the CEO/School Leader or appropriate budget holder prior to claims being made.

Claims for alcohol will not be reimbursed.