



STAFF EXPENSES POLICY

1. Introduction

This procedure provides guidance to all individuals claiming reimbursement of travel, subsistence or other expenses incurred in connection with Academy business. This procedure is mandatory to all staff. A separate policy is in place for Trustee expenses.

The policy applies to **all** expenditure, regardless of funding source, and covers all personal business expenses irrespective of the payment method applying equally to credit card transactions, petty cash purchases, purchase invoices and individual expense claims. The policy reflects the need to manage our activities efficiently, keeping bureaucracy to a minimum, while complying with tax and other statutory obligations.

2. Authorization of expenses claims

1. All expenses must be authorized and no claimant may authorize their own claim. By authorizing transactions, the authorizer is confirming that the costs have been incurred and incurred necessarily for the purposes of the Academy business, that there is sufficient budget to cover the expense and that supporting documentation, such as a receipt, is presented.
2. Where an individual staff member incurs expenses frequently as part of their routine duties, we recommend applying for a debit card to facilitate payment.
3. Expenses Claim form can be obtained from the School Office.

The following individuals must authorize expenses:

1. Claims by individual members of staff shall be authorized by their Line Manager. Claims should be authorized as soon as possible to minimize delay in settlement.
2. Members of the Senior Leadership team shall have their claims authorized by the Deputy Headteacher (up to £300) or the Headteacher.
3. The Headteacher shall have his/her claim authorized by the Finance Director (up to £300) or the Deputy Headteacher (up to £300).

Over £300 will need to be authorized by the Chairman of Governors.

4. Any amendments made to forms should be initialed by the claimant and the individual authorizing them.
5. Authorized forms should be forwarded promptly to the School Office once they have been completed to minimize risks of delayed payment.
6. Any attempt to submit a false claim form will be treated as a serious disciplinary offence.

3. Expense payment procedure

1. Charge cards - The Academy may, at its discretion, issue a charge card to certain individuals for business use. The normal procedures for reclaiming business expenditure, as set out in this policy, will also apply to charge card expenditure. If you have been issued with such a charge card, you should endeavour to use this facility where possible.
2. In order to comply with HM Revenue & Customs requirements expenses reimbursed to you will only be made on production of receipts or invoices, except in the limited instances specified below in which expenses are reimbursed by the way of fixed rate allowances for which receipts are not required.
3. You may claim the actual cost of expenses incurred wholly exclusively and necessarily in the performance of Academy business. Ordinarily a claimant should only claim travel costs for themselves. Where a claim is made for multiple costs, all others including designations should be listed. You are expected to minimise costs without impairing the efficiency of the Academy.
4. All claims must be supported by receipts in order for expense payments to be made. Non-attachment of receipts will mean that the item(s) may be disallowed from the claim. Mileage claims do not require receipts unless fuel is being claimed for.
5. Expenses incurred on behalf of the Academy are to be recorded in detail on expense claim forms. These forms must be supported by receipts.
6. You must sign the declaration on the claim form, and the form must be authorized under the procedures described under "Authorization of expense claims".
7. The form should be submitted within three months from the end of the month in which the expense is incurred. All individuals are encouraged, where appropriate, to submit expense claims on a monthly basis.

Discretion may be allowed in the case of late submission of expenses claims for staff where legitimate explanations exist for delays.

4. Payments direct to external suppliers

Certain expenses and benefits are provided by way of direct payment to external suppliers of goods and services, for example, registrations for organized conferences. The conditions laid down in the relevant section of this policy must be satisfied before the expenditure may be incurred. Any item not covered by this policy must be referred to the Payroll & Pensions Manager for guidance, before any commitment is made to incur the expense, otherwise there is no guarantee that payment will be reimbursed.

5. Petty Cash

1. Petty cash vouchers are to be used only for small items of actual expenditure (not round sums or salary payments: all such payments should be paid via payroll). The maximum amount which may be claimed in respect of any item through the petty cash system is £50.
2. Any item claimed on a petty cash voucher must be necessarily incurred for Academy business. An appropriate description, detailing the purpose for which the expense was incurred must be provided on the Petty Cash Reimbursement form. All claims must be signed by an authorized signatory for the relevant cost centre. An itemised receipt must also be attached to the form for each item of expenditure.
3. For working lunches please refer to section 12.

6. Out of Pocket Expenses

You may claim the cost of small out of pocket business expenses as described under section 3 above where it is not normally possible to obtain receipts. Examples of such expenses are parking meters (but not fines), tube tickets, bridge toll charges and telephone calls from public call boxes. Where it is possible, receipts should be retained and attached to claims. Claims must be limited to the actual amount of expense incurred and not claimed as a round sum allowance. All items claimed should be itemized and described as fully as possible on the claim form.

8. Subsistence

If your duties require you to travel, you are entitled to claim the cost of meals taken en route. If, however, you are attending a catered conference you can only claim personal incidental expenses (as below). Only the costs of meals taken in the course of business journeys will be borne by the Academy in the

circumstances described below. You may claim either the actual, reasonable costs of food and drink, supported by receipts, or, as an alternative, scale subsistence expenses as follows. The payments should be claimed on the staff expenses claim form.

1. Day subsistence allowance (lunch) - £7.50

If you have a permanent workplace you may claim up to this sum without the need for receipts in respect of each day on which you purchase a meal while away from both home and the permanent workplace and provided that you are more than 5 miles away from each and absent from each for a period for more than 5 hours spanning the normal lunchtime.

2. Day subsistence allowance (lunch and dinner) - £20

If you have a permanent workplace you may claim this sum without the need for receipts in respect of each day on which you purchase meals whilst away from both home and the normal place of work and are more than 5 miles away from each and absent from each for a period for more than 10 hours spanning the normal meal times.

3. Personal Incidental Expenses

You may claim the actual costs of personal incidental expenses such as newspapers, private calls, laundry, non-alcoholic drinks etc provided that the total amount spent on such items amounts to no more than £5 per night (where the night is spent in the United Kingdom) or £10 per night (where the night is spent outside the United Kingdom). No receipts will be required to support such a claim, but staff should claim only the costs incurred up to the limit, rather than claiming a round sum allowance. The average may be calculated only over the duration of an unbroken business trip. Any nights not spent away from home on the business trip will break the period. The Academy will monitor claims for personal incidental expenses to ensure the HM Revenue & Customs limits are not exceeded.

9. Working Lunches

In order to comply with HMRC rules, working lunches for staff members can only be claimed when lunch is consumed on Academy premises, and considered light (i.e. sandwiches/crisps/biscuits/soft drinks). It must also be taken in the place where the meeting is held (i.e. a break in the meeting). If you are responsible for arranging refreshments, supplied by the Academy internal facilities, in connection with a meeting or training event which carries on through the normal lunch break, you should ensure that the total costs are modest.

10. Training courses

1. The Academy provides training courses to enable employees to improve their effectiveness at work. The Academy organises training courses in-house and the costs of these courses are borne by the Academy. Where it is necessary for you to travel to attend such courses, any travel and subsistence expenses incurred may be claimed as business expenses under the rules indicated in sections 8 and 15 of this procedure.
2. Additionally, at its discretion, the Academy will bear the cost of external training courses. The Academy may agree to meet the cost of courses where the training leads to the acquisition or improvement of knowledge, skills or personal qualities which are likely to prove useful to you in carrying out the duties of the employment, or which better qualify you to undertake the duties of another employment with the Academy in due course.

11. Travelling Expenses

You may claim the costs of necessary business travel.

1. Air / Rail / Bus / Taxi Fares

1. Air Fares - employees who need to travel by air should travel at tourist or economy class. If travel is required by any other class approval must be sought from the Headteacher.
2. Details of any rail/flight/bus/taxi costs for which reimbursement is sought should be claimed on a staff expenses claim form, as for other public transport expenses.
3. Air miles collected from business travel must be reported by the individual to HM Revenue & Customs as this is classed as a 'Benefit in Kind'.

2. Car Parking

Parking costs incurred in the course of business travel may be claimed via the expenses system, but the costs of parking otherwise at the normal place of work may not be claimed.

3. Hotel Accommodation

When you are travelling on business you should obtain accommodation in a reasonable quality hotel (the Academy defines a 'reasonable quality hotel' as being one of up to 3* standard). However if a reduced rate for 4* or above can be obtained and would be the equivalent to a 3* price or if there is no other accommodation available at 3* then this would be acceptable. The Academy will bear the cost of the room, evening meal and breakfast

[and certain personal incidental expenses - see 8.3]. Where meals are not taken in the hotel separate restaurant receipts should be obtained or alternatively you may charge only the room cost to the hotel bill and claim all other meal and incidental costs by way of the subsistence allowance under the rules described in section 8 above.

4. Using your own car on business

1. If you use your own private car on Academy business you must seek prior authority to do so from your Manager. You should ensure that your insurance cover extends to business use and the insurer should, if necessary, be asked to endorse the certificate to confirm that driving in the performance of the Academy's business is covered by the insurance policy. If you seek to utilise Academy insurance you should wait until this cover has been confirmed prior to travelling.
2. Before travelling, individuals are required to compare standard class public transport costs, and, if cheaper and practical, should opt for rail travel when a direct rail service is available.
3. Where authority is granted by the Academy, expenses incurred whilst on Academy business will be reimbursed at the rate of 45p per mile for the first 10,000 miles in any tax year (6th April - 5th April), dropping thereafter to 25p per mile. The Academy shall only fund the cost of mileage within the UK.
4. If you are authorized to use your own car on Academy business you should claim following the procedure described below.
5. Full details of the journey, including date, reason for journey, starting points and destinations, should be shown in the appropriate columns of the staff expenses claim form.

No tax or NIC liability arises in respect of mileage claimed for the use of the employee's own car under the above rules and details need not be reported in personal tax returns.

5. Use of a motorcycle for business

Should you require to use a motorcycle for business travel, then an allowance of 24p per mile may be claimed. Staff should ensure that they have appropriate insurance arrangements in place for the use of a motorcycle for business purposes.

6. Use of a bicycle for business

The Academy's stated policy is to minimise the use of the car for travel. Should staff wish to use a bicycle for business travel, and then an allowance of 20p per mile may be claimed.

12. Uniforms

1. The Academy will provide uniforms for some employees. The provision of clothing will be arranged by the Academy. Costs may **not** be claimed by way of reimbursement in cash.
2. The Academy logo will be imprinted/stitched into or otherwise permanently attached to all clothing provided, other than safety helmets and safety shoes.
3. No tax or NIC liability arises in respect of clothing or laundry costs provided under the terms described above and details need not be reported in personal tax returns.

13. Professional subscriptions

Personal Professional subscriptions for members of staff are the personal responsibility of individual members of staff. No Academy reimbursement shall be provided for such costs, although individual staff members may be able to claim tax relief for such costs either through their tax code or on their own tax self-assessment returns. However, if there are benefits to the Academy as a whole, by being a member of an organization, payment may be allowable but this must be agreed, prior to the expense being incurred, by the School Finance Director.

14. Telephone calls and IT related expenses

1. Home and telephone calls -Academy staff that are required to make business calls on their home or mobile telephones must attach the appropriate bill to the staff expenses claim form with the relevant business calls highlighted and only these will be reimbursed. If you are away on business overnight and need to make essential personal calls, see section 8.3.

In all cases provision of top up cards for Pay as you Go services are not permitted as HM Revenue & Customs rules cannot be met.

2. Broadband and Internet Connections - The Academy will not reimburse staff for broadband or internet connections as the Academy cannot demonstrate sole and exclusive business use to satisfy HM Revenue and Customs guidelines.

If you have any queries regarding this policy, please contact the School Finance Director.

Adopted by the Full Governing Body 27 November 2013

Last Reviewed: March 2021