



# Tudor Grange Academies Trust

## Expenses Policy

# Expenses Policy

## 1. Introduction

The principles of this policy are:

- To ensure staff are reimbursed on a timely basis for all reasonable expenses incurred wholly, necessarily and exclusively in the course of the Trust's business ;
- That staff should not incur any personal financial benefit through their employment with the Trust other than their agreed salary. Any breach of this principle may lead to disciplinary action;
- To ensure staff are aware that only by complying with the policy can the academy make reimbursements of expenses without deduction of tax
- However, the Trust recognises there are situations where an employee may be entitled to benefits in addition to their salary; this policy sets out the relevant provisions in this regard
- To ensure the Trust complies with its legal and tax obligations;
- To ensure staff are aware that public relations and perceptions require the Trust not only has a rigorous, effective and transparent staff expenses policy in place but also that no misleading or unfortunate impression can be created in the application of this policy. Accordingly the Internal auditors will be requested to carry out periodic reviews of the application of this policy
- The Executive Principal (EP) of the Trust is the Accounting Officer of the Trust and is accountable to Parliament for Regularity compliance of the Trust ie ensuring public funds are used for their intended purpose. The EP is therefore ultimately responsible for the application of this policy and responsible for delegation of authoritative responsibility in respect of this policy
- This claims procedure ensures that the Trust manages this part of its financial transactions with due diligence. The policy and procedure are mandatory to all staff. They provide guidance to all individuals claiming reimbursement of travel, subsistence or other expenses incurred in connection with Trust business.
- The policy applies to governors, directors, trustees, members of committees, full and part-time members of staff, agency staff working for the Trust, other temporary staff, and volunteers.

## 2. Authorisation procedures

- Payments to members of staff for personal expenditure (i.e. mileage, subsistence etc.) must be made using a travel and expenses claim form. This form must not be used by an individual to reclaim for example the costs of equipment, which should be ordered using the requisition/ purchase ordering system and paid with an invoice.
- The procedures for the reimbursement of expenses incurred by staff while engaged on school business are set out below. All staff wishing to claim reimbursement of expenses should pay particular attention to these procedures, which also include mileage, and subsistence rates.
- Supporting documentation (e.g. receipts, proof of stay, and other supporting information) must be attached to the travel and expenses claim form.

- Before any expenses are paid they will require approval and authorisation. The Principal will approve all travel claims relating to academy staff and the EP will authorise all travel claims relating to central staff and principals and MATB members. Claims which are not authorised in compliance with these procedures will not be processed and will be returned unpaid.
- Payment will be made via payroll except for some expenses relating to exchange visits, foreign visits and school journeys undertaken in one day. See appropriate section below for details of how these expenses can be reclaimed.
- If a member of staff attempts to submit a false claim this will be treated as a serious offence which may lead to disciplinary action and a referral to the police.

### **3. Car Mileage**

- Members of staff who have to use their own private car on Trust business must seek prior authority to do so from their Line Manager.
- They should ensure that their 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 Trust's business is covered by the insurance policy.
- Before travelling, staff members 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.
- The Trust will only fund the cost of mileage within England and Wales.
- Staff authorised to use their own car on Trust business must claim on the expenses form obtainable from the Finance Office.
- The Trust policy is to reimburse all mileage at 36p per mile.
- Normally mileage claims will be paid only for journeys which start and end at school or from home to the destination, whichever is the shorter distance. If travelling directly from or to home the normal mileage which would have been travelled from home to school should be deducted from the total mileage claim for the journey. Total mileage should ideally be confirmed by the attachment of a print out from a route planner website.
- Full details of all journeys including the date, reason for the journey, starting point and destination should be shown on the travel and expenses claim form (see Appendix 1).
- The school will not, under any circumstances, reimburse parking or speeding fines.

### **4. Insurance**

- As the school does not provide car insurance cover for staff using their own vehicles, staff are required to confirm that they have taken out personal car insurance with an appropriate extension to cover use in connection with school business.
- The mileage rates payable by the school include an element to defray the cost of insurance as well as vehicle depreciation, fuel etc.

### **5. Public Transport**

- Wherever possible employees should travel by train or bus or car share when making the same journey.
- Where staff use public transport, reimbursement will be on a receipts basis, provided the expenses are reasonable.

## 6. Rail Travel

- Wherever possible employees should travel by train at 2nd class passenger rate. Staff may choose to travel at 1st class public transport but they will only be reimbursed the cost of 2nd class travel.
- The school is only liable for the costs relating to a member of staff's travel. Any accompanying persons will be responsible for their own costs. The exception to this is where their attendance is required as a representative of the school and in such circumstances, prior approval must be obtained from the Principal.

## 7. Subsistence Allowance: Daily and Overnight

- The subsistence rates listed below represent the maximum permissible rates available.
- Where staff travel on school business and an overnight stay is necessary, an overnight subsistence allowance may be claimed. The school will reimburse the reasonable costs of accommodation, food and drink when supported by receipts.
- The school 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.
- 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 school and these should be deducted from any bills submitted for reimbursement.

Subsistence: Only claimable if an overnight stay is involved, this must reflect the actual cost of meals/beverage up to a maximum of:

Breakfast	£ 5.50
Lunch	£ 8.00
Dinner	£ 10.00
Overnight Stay (B&B)	£70.00

## 8. Entertaining

- The general principle regarding the reimbursement of entertainment expenditure is that staff members will be reimbursed reasonable entertaining costs for themselves and guests where guests are present for a professional purpose, their presence is considered to be beneficial to the school and where prior approval from has been granted.
- Expenses for entertaining will only be reimbursed for staff who have a valid reason for being present. An appropriate cost for entertaining is considered to be £15 per head for lunch and £25 for dinner to include wines and gratuities.
- It is stressed that no reimbursement of entertaining expenses will be made unless the above guidelines are followed. In addition it should be noted that under no circumstances will the school contribute to the cost of entertaining when only members of staff are involved.
- The following information should be included on/with expense claim forms regarding entertaining expenditure:
  - names of attendees
  - the organisation they represent
  - the purpose of the entertainment (e.g. negotiation of contract)
  - appropriate receipts.

## **9. Foreign visits (this could include ski trips, cultural trips, return exchange visits)**

- While abroad a maximum of £10 per day per person may be claimed for additional expenses such as coffee, tea etc. Receipts are not required.
- If staying with a foreign family then up to £20 may be spent on gifts for the foreign family. Receipts are required for this.

## **10. School journeys undertaken in one day**

For one day visits in this country each member of staff may claim up to a maximum of £7 as an allowance for additional expenses such as coffee, tea etc. Receipts are not required for this.

## **11. Miscellaneous expenses**

### ***Telephone Calls and IT Related Expenses***

- Home and telephone calls – staff 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.
- 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.
- Broadband and Internet Connections – The Trust will not reimburse staff for personal broadband or internet connections as the Trust cannot demonstrate sole and exclusive business use to satisfy HM Revenue and Customs guidelines.
- The Trust recognises there will be exceptional cases where it is an absolute necessity for staff to work from home, using a dedicated 3G or 4G internet dongle. In these circumstances the Trust will arrange for direct provision of the service, following approval by the Principal.

## **12. Interview Expenses**

- Expenses will be paid to the successful candidate only and will be reimbursed in the first month's salary unless requested otherwise.
- Please note that for candidates travelling from abroad travel expenses will only be paid from the first point of arrival in England and, in exceptional circumstances, one night's bed and breakfast accommodation will also be paid.

## **13. Expenses Claimable**

- Subsistence (Breakfast, Lunch, Dinner, Tea, Hotel B&B) – only claimable on an overnight stay and must reflect actual cost up to a maximum (see above)
- Public Transport (trains, buses, ferries)
- Taxis
- Airfare (internal flights only, as long as this is the overall cheapest option. For the full journey. Proof of this will be required.
- Car Parking
- Congestion Charge
- Toll Charge
- Telephone calls
- Interview expenses to the successful candidate
- Eye tests for DSE users

#### 14. Expenses Not Claimable

- Employees acting as agents for the school – where an employee pays for any goods and services which are not specifically consumed by the employee then the reimbursement should be made via accounts payable (cheque request form)
- Relocation expenses
- Parking and Speeding fines

#### 15. Staff benefits

There are certain staff benefits which have been agreed with the MATB and are made in addition to salary:

- Free breakfast and /or lunch for working on Inset days when the Academy is closed ( max cost/head £5)
- Free tea and coffee in the staff room

#### 16. Cash Advances

Members of staff who are about to do extended work or to embark on extended travel on behalf of the Trust, and who will be required to incur expenditure while on the trip or doing business for the Trust may claim a cash advance.

- Only the Principal can authorise cash advances.
- Requests for cash advances should be made well in advance of the work or travel to allow for payment before the travel/work date.
- Claimants must state:
  - That it is an advance
  - How much is required
  - The purpose for which this is required
  - The planned dates of travel/work
- The requirement for authorisation for cash advances is the same as for other expenses claims
- Within 21 days of returning from the travel or completing the work claimants must provide an expenses claim and/or reimbursement of the advance to the Finance Office.

#### 17. Spectacles for Display Screen Equipment (DSE) Users

- Members of staff **required** to operate Display Screen Equipment in order to carry out their duties as a member of staff will receive appropriate training to do so.
- However, the Trust may pay an amount towards the cost of an eye test and provision of spectacles.
- In order to make a claim the claimant must obtain a certificate from the Trust's nominated Occupational Health Service, specifying the need.
- In this regard the Trust will cover any costs associated with the test and may make a payment of up to **£50** towards the costs of frames or lenses, in so far as their requirement relates to the use of Display Screen Equipment.
- Any payment by the Trust towards the costs of spectacles will be limited to the specified amounts. Claims as normal must be authorised by the appropriate line manager and should be made using the staff expense claim form obtainable from the **Finance Office**.

## 18. Training Courses

- The Trust provides training courses to enable employees to improve their effectiveness at work.
- All costs and expenses of in-house training courses are borne by the Trust.
- Where it is necessary for staff to travel to attend such courses, any travel and subsistence expenses incurred may be claimed as business expenses under the rules indicated in the sections 5 and 9 of this policy.
- The Trust will also meet the cost of external courses where the training leads to the acquisition or improvement of knowledge, skills or personal qualities which are likely to prove useful in carrying out the member of staff's current or potential duties of their employment.
- These courses for which the Trust will pay, must be authorised by the appropriate line manager with the agreement of the Principal, before the training takes place. A request may be refused but in this case the line manager or Principal will give reasons.

## 19. Car Parking

Parking costs incurred in the course of Trust 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.

## 20. Using Personal Transport on Trust Business

**Note:** 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.

## 21. Hired Vehicles

The cost of fuel used for Trust business purposes in cars and vans hired by the Trust should be entered on the staff expenses claim form under travel.

## 22. Professional Subscriptions and Membership of Professional Bodies

Normally personal 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 such costs either through their tax code or on their own tax self-assessment returns.

However, if there are benefits to the Trust, by being a member of an organisation, payment may be allowable but this must be agreed, prior to the expense being incurred, by the Principal.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_