



**Dated**                      **1<sup>st</sup> May 2015**

**St Hilda's Church of England Primary School "the School"**

**Expenses Policy**



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## 1 REIMBURSEMENT OF EXPENSES

- 1.1 The School will reimburse expenses properly incurred in accordance with this policy.
- 1.2 Where expenses must be authorised before they are incurred it will be clearly stated within this policy together with information as to who can authorise them. If an expense is not clearly covered by this policy then authorisation must be obtained from the Head Teacher before it is incurred (in the case of the Head Teacher authorisation must be obtained from the Chair of the Governing Body).
- 1.3 Expenses will only be reimbursed if they are:
  - 1.3.1 claimed using forms that are available from your school office and submitted to an authorised signatory of more senior status, normally your line manager (claims by the Head Teacher must be authorised by the Chair of the Governing Body);
  - 1.3.2 submitted within 1 month of being incurred;
  - 1.3.3 supported by relevant documents (for example, VAT receipts, tickets, and credit or debit card slips); and
  - 1.3.4 where required, authorised in accordance with instructions in force at the time the expense was incurred.
- 1.4 Claims for authorised expenses submitted in accordance with this policy will be paid cheque or petty cash.
- 1.5 The purchase of classroom equipment and sundries must be affected using the requisition/purchase ordering system and paid for directly by the School. As such, an expense claim must not be submitted under this policy for the costs of such purchases.
- 1.6 Claims which have not been approved in compliance with this policy will not be processed and will be returned. Self authorised claims will not be accepted for payment under any circumstances and if a member of staff attempts to submit a false claim it will be treated as a serious matter which may lead to disciplinary action.
- 1.7 Any questions about the reimbursement of expenses should be put to your Line Manager before you incur the relevant costs.

## 2 TRAVEL EXPENSES

- 2.1 The School will reimburse the reasonable cost of necessary travel in connection with School business. The most economic means of travel should be chosen if practicable/possible. The following are not treated as travel in connection with School business:
  - 2.1.1 travel between your home and usual place of work;



- 2.1.2 travel which is mainly for your own purposes; and
- 2.1.3 travel which, while undertaken on the School's behalf, is similar or equivalent to travel between your home and your usual place of work.

## 2.2 **Trains**

You will only be reimbursed for the cost of standard class travel unless expressly authorised by the Head Teacher. A receipt should be obtained for submission with an expenses claim form.

## 2.3 **Taxis**

You should not take a taxi when there is public transport that would not greatly increase your journey time. However, when this is not the case, or the number of staff travelling together make it cost effective to do so, you can travel by taxi. A receipt should be obtained for submission with an expenses claim form.

## 2.4 **Car**

Where it is cost effective for you to use your car for business travel, and you have been authorised to do so, you can claim a mileage allowance on proof of mileage in accordance with the current authorised mileage rates authorised by HM Revenue & Customs. Details of the current mileage rates can be obtained. You can also claim for any necessary parking costs which need to be supported by a receipt or the display ticket.

## 2.5 **Air travel**

If you are required to travel by plane in the course of your duties you should discuss travel arrangements with the Head Teacher in advance. Where possible, arrangements will be made by the School on your behalf but where this is not possible you will be advised of the documentation that you will need to submit to reclaim expenses.

- 2.6 The School will not reimburse any penalty fares or parking fines that you may incur while travelling on School business.

## 3 **ACCOMMODATION AND OTHER OVERNIGHT EXPENSES**

- 3.1 If you are required to stay away overnight in the course of your duties you should discuss accommodation arrangements with the Head Teacher in advance. Where possible, arrangements will be made by the School on your behalf, but where this is not possible you will be advised of the documentation that you will need to submit to reclaim expenses.
- 3.2 When you are required to stay away overnight in the course of your duties, to the extent that these are not included in the cost of accommodation, the School will reimburse your reasonable out-of-pocket expenses provided they are supported by receipts for the following:



- 3.2.1 breakfast up to a maximum of £15.00 a day;
  - 3.2.2 lunch and an evening meal including non-alcoholic drinks up to £10.00 a day for lunch, £25.00 a day for an evening meal or, where both are incurred on the same day, an overall maximum of £40.00; and
  - 3.2.3 any incidental expenses incurred for each night spent away from home for incidental expenses will be reimbursed on the production of receipts.
- 3.3 For the avoidance of any doubt, when the cost of attending an event (such as a conference) involving an overnight stay includes the cost of accommodation and/or meals, additional claims under this policy should not be made for those items.