

# The Blue Kite

## Academy Trust



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<b>Title of Policy/Procedure</b>	Travel and Subsistence Guidance
<b>Reviewer(s):</b>	Head of HR Chief Finance Officer
<b>To be read in conjunction with the following policies:</b>	Financial Procedures, Administration and Control Policy Staff Code of Conduct
<b>Consultation Process</b>	N/a
<b>Policy Date:</b>	February 2022
<b>Review Date:</b>	February 2024
<b>Policy ratified by:</b>	Finance Committee

## **Introduction**

The purpose of this guidance is to provide a clear, fair and transparent procedure for reimbursement of legitimate business expenses. If an employee is not sure whether they will be able to make a claim in a particular situation, they should ask before they incur any expenses, as this may not be reimbursed. Clarity should be sought before a claim is submitted.

It is very important that claims are not made outside the terms of this guidance unless permission has been given specifically to deal with a particular situation.

Where possible business expenses (other than mileage) should be paid in advance with a Trust Charge card. It is recognised however that there may be occasions where employees may need to pay expenses upfront and then claim them back. In all instances evidence of payment must be produced.

## **Accommodation**

All overnight stays must be approved in advance by the Headteacher.

In some situations, particularly certain training courses, accommodation is provided as part of the package, in which case employees do not need to make any claim.

## **Out-of-pocket Expenses**

In exceptional circumstance the Trust will contribute towards the cost of meals if an employee is required to stay away from home. The Trust have set a meal allowance of £7.50 per day maximum

## **Travel**

### **General Principles**

Employees should only make business journeys when they are absolutely necessary. Other options should always be considered before travel is undertaken which are more efficient and cost effective for example email, telephone, video or telephone conferencing.

Where a business journey is necessary, employees are expected to organise it in the shortest and most effective way.

Employees whose post requires them to undertake business travel are responsible for their own travel arrangements and these must be carried out in the most effective and efficient way to perform the job. The Trust will support necessary business travel, including reimbursement of costs arising from the use of employees' own vehicles.

Environmentally friendly travel should be encouraged.

### **Mileage Payments**

Employees who use their own car, van, motorcycle or cycle for official Trust work purposes are entitled to be reimbursed in accordance with Her Majesty's Customs and Revenue (HMRC) approved mileage rates.

Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p
Cycles	20p	20p

Where a number of employees undertake the same or a similar journey, they should always try to travel together.

The basic criteria for claiming official mileage is that this should be calculated from the employee's workplace and back again. Normal everyday home to office mileage is the employee's responsibility.

Where it is more beneficial for employees to travel direct from home to an outside appointment or vice versa, rather than call in to the workplace first, they are only entitled to claim the number of miles over and above their normal home to work mileage. On this basis, all travel claims in any one day should always exclude the employee's normal home to office miles regardless of the reason e.g. training course etc. This includes staff who work from home for some of their contracted time.

The only circumstance in which normal home to office mileage is payable is where a second journey from home to a place of work is made on the same day in order to carry out official duties. Where an employee agrees to work on a day they would not normally work, it is still their responsibility to get to and from work (including training courses). Therefore, no home to office mileage is payable.

### **Other conditions**

Where an employee is required to travel from their normal workplace to carry out their day to day role, travelling time is included within their normal working day. However, employees who are expected to travel to training courses can claim no more hours than their normal working day including travelling time. Where there are excessive demands placed on an employee, for example very long distances travelled which extend significantly over the working day and where such occurrences happen repeatedly over a short period of time, then management will have discretion, as a gesture of goodwill, to allow some time in lieu as recompense.

### **Rail Travel**

If an employee requires a rail ticket for business purposes they must contact the authorised person who can organise this for them.

Employees are expected to travel standard class, and take advantage of off peak or other reduced rates if the circumstances allow.

### **Parking Expenses**

Bus fares and car-parking charges incurred on Trust business may be reclaimed in full where a VAT receipt is provided.

The Trust will not reimburse in respect of parking and similar fines.

## Authorisation

The formal responsibility for authorising business journeys rests with the Headteacher. Employees are advised to seek approval in advance for any unusual journeys where there is likely to be any doubt about the legitimacy of the journey or of the amount of mileage that can be claimed.

## Methods of Claiming

For mileage claims employees must complete and sign the **mileage claim form**. For any other travel or expenses employees should complete the **Travel, Subsistence and Expenses form**. Forms should be authorised by the Line Manager. Employees should ensure that they:

- Clearly state 'to' and 'from' addresses
- Deduct any home to work mileage
- Accurately total mileage and expenses
- Ensure that any receipts are attached for HMRC purposes
- Check that they haven't duplicated any claims
- Get the form signed by their Line Manager

Claims should be submitted to school business officers in good time to ensure that they meet the payroll deadline of 27<sup>th</sup> of each month for the following months' payment. Claims must be made on a monthly basis; if an employee delays and then submits forms covering a substantial period they must expect a delay in processing and payment.

Employees should note the terms of the declaration on the claim form. No one should make or approve a claim if the conditions explained in this policy have not been met. The trust will take a very serious view of fraudulent or negligent claiming or certification.

## Insurance

Employees who use their own vehicle for work must hold a valid driving license and MOT and should ensure they have the appropriate insurance to cover business travel. This is normally referred to as 'Business, Social and Domestic' cover by Insurance companies. It is the employee's responsibility to ensure they are insured

## Audit

A random selection of expense claims are reviewed on a regular basis to ensure compliance with this guidance.

If the school/Trust believe that any expenditure claimed was not legitimate, further details may be requested. Any abuse of the guidance will be dealt with under the Trust's Code of Conduct and Disciplinary proceedings.