

Expenses Policy

Reviewed By	Approved By	Date of Approval	Version Approved
Finance	Board	Oct 2016	
Audit Committee	Board	Jul 2018	v3
Finance Director	Board	July 2019	V4

1.0 General

- 1.1 Travel and subsistence expenses are only payable for official journeys on Trust/Academy business i.e. journeys that are necessary for the proper performance of the individual member of staff's duties. All claims for payment of subsistence, travelling and incidental expenses shall be completed in a form approved by the appropriate person.
- 1.2 Expenses that are of a purely personal nature or not reasonable in the circumstances will not be reimbursed. It is not intended that employees should make a profit from expenses or conversely be out of pocket due to undertaking Trust/Academy business.

2.0 Scope

- 2.1 To provide guidance to Trustees, governors, employees/volunteers of the Trust on the payment of expenses incurred offsite whilst engaged on Trust/Academy business. There is a separate Trustees and Governors Expenses Policy which conforms with and restates the guidance in this policy.
- 2.2 To describe the Trust policy and regulations for the booking of travel and accommodation.
- 2.3 To provide details of the limits for reimbursement, the method of reimbursement, and the nature of evidence required to support a claim for reimbursement.
- 2.4 This policy is applicable to all employees and volunteers of the Trust, and trustees and governors.

3.0 Legislation

HMRC rules regarding the taxation of employee benefits and expenses apply to this policy. The current accepted mileage rates for motor vehicles are 45p per business mile for the first 10,000 miles and 25p for each business mile above 10,000. (Please refer to HMRC website for motor cycle and bicycle rates)

4.0 General Considerations

4.1 Travel & Hotels

The procurement of travel and hotel accommodation should occur on the most economical basis, which meets the needs of the traveller. Travel must be booked using the usual procurement processes. Reimbursement of expenditure for travel and accommodation booked outside this procedure will be at the discretion of the Board of Directors of the Trust or Local Governing Body.

4.2 Air Travel

Economy class seating will be booked based on the lowest logical fare available.

4.3 Rail Travel

- 4.3.1 It is expected that the majority of travel will be undertaken by public transport, unless it is not convenient because of the time of travel or location of destination.

- 4.3.2 Bookings will be for the least expensive option after due consideration of the extent of mitigating expenses for meal, car parking and public transport. This will depend upon train timetables and business requirements. Tickets should be booked in advance through the school finance officer who has access to the business account held for rail transport.
- 4.3.3 Consideration will be given to the distance involved and the duties expected of the individual upon arrival and First Class travel may be allowed in exceptional circumstances. Prior to the travel taking place it must be approved by the CEO or (in the case of travel by the CEO) the Chair of the Trust Board.
- 4.3.4 In addition, First Class travel may be applicable if the cost would be less than if individual expense items were to be claimed and evidence is provided of this. Approval for this travel must be made in advance as detailed above in 4.3.3.
- 4.3.5 If an employee or volunteer chooses to travel to First Class they may do so providing they personally incur the cost of the difference between the price of a First Class and a Standard Class ticket. Documentation should be retained to evidence this.

4.4 Road Travel

Where it is the most cost efficient manner of travel, mileage will be paid for all business travel based on the number of miles travelled at the rate set by HMRC. It is expected that the route taken will be the shortest route between locations. In cases where this is not possible explanations must be provided on the Expenses claim form.

See Section 5.4 Business Use of Personal Car for more details

4.5 Personal Travel

All employees/volunteers are not permitted to book travel and/or accommodation for non Trust activities using the relevant procurement processes.

4.6 Hotels

Hotels should always be booked in advance and should be reasonable for the employee/volunteer's use. (Premier Inn or equivalent standard considered the norm.)

5.0 Other Business Expenditure

5.1 Car Parking and Tolls

Car parking and toll charges incurred on Trust business are reimbursable, providing receipts are provided.

5.2 Other expenses (Excluding mileage claims)

- 5.2.1 All claims that are wholly and exclusively for the use of the business must be supported by a valid VAT receipt (if available), up to the value of £20.00 unless pre-arranged. No reimbursement for purchases from personal funds above this amount will be made unless there is no reasonable alternative method of payment by the Trust available, and the employee therefore has to use their own funds to make the purchase.

5.2.2 All business expenses purchases should be purchased using an official business bank account. This will generally be via Lloyds bank Corporate Multipay Card held by the school finance officer or senior manager. Whilst staff are expected to order items in advance using either credit terms with the supplier or the school Multipay card, there may be circumstances where this is not possible. In these cases, staff must not use their own personal credit card and must make a payment using a debit card or cash, for which they will be reimbursed in accordance with this policy.

5.3 Subsistence Allowances

5.3.1 Subsistence is paid at the following maximum rates

- Breakfast £5.00
- Lunch £7.50
- Dinner £20.00 (£25.00 if in London)

5.3.2 VAT receipts must be produced at time of claim (if available)

5.3.3 No reimbursement will be made for any claims for alcoholic beverages.

5.4 Business Use of Personal Car

5.4.1 The Trust will reimburse employees/volunteers for the use of their private car used on Trust/Academy business where it is the most cost efficient method of travel for the Trust/Academy.

5.4.2 Employees/volunteers should give consideration to car sharing, where possible, or the use of public transport.

5.4.3 Any employee/volunteer using their own car on Trust/Academy business must be in possession of a current driving licence and current insurance policy, which covers business use and indemnifies the employer against third party use.

5.4.4 The importance of these requirements cannot be emphasised too strongly to all employees/volunteers as their motor insurance cover would be invalidated if they used their own private car on Trust/Academy business when in fact they were only covered for social domestic and pleasure purposes.

5.4.5 It is important that employees/volunteers check that their personal car insurance policy covers them for business use. If they are not covered then they must not use their private car for business purposes.

5.4.6 It is the responsibility of the individual to ensure that they have the correct insurance and licence for the vehicle used for business purposes.

5.4.7 Claims should be submitted a maximum of **one** month in arrears, giving full details of starting and finishing points, places visited and reasons for the journeys. Any delays to the submission of the claim should be agreed in advance with the expense approver.

5.4.8 A maximum limit of £150 shall be applied to any one car journey. In addition, a total monthly claim should not be made for an amount of less than 2 miles as the administrative costs to the organisation would exceed the value of the claim.

5.4.9 In the event that an official journey begins or ends at a point other than the Academy, a claim will be made for the actual distance necessarily travelled, less the mileage of the employee's normal home to work journey. The normal home to work mileage will be the shortest route between the employee's home address and the nominated Academy deemed to be their place of work.

5.4.10 Payment for the cost of travel between home and the permanent workplace (including week-ends) is fully taxable, and should normally be omitted from any claim for motor mileage. Any exception to this rule must be approved by the designated person before the claim is submitted.

5.5 Penalties and Fines

Under no circumstances will the Trust pay employees/volunteers' fines e.g. speeding and parking fines.

6.0 Directors and Governors travel and subsistence

6.1 Governors are entitled to make expenses claims on the Venn Academy Trust claims form to cover their expenses (travel and subsistence). No payment will be made for other services provided by Governors.

6.2 The rate of mileage allowance payable by the Trust to Directors and Governors will not be in excess of the standard rates set by HMRC.

6.3 Directors and Governors are entitled to claim mileage allowance incurred in the attendance of formal Directors or Governing Body or Committee meetings and any other approved meetings.

6.4 Directors and Governors are expected to travel using the cheapest fare available (usually second/standard class) except where express permission is given by the Board of Directors when undertaking official duties.

7.0 Approval of Claims

All staff and Governors within the Academies, except the Head of School, should be approved by the Head of School or Executive Head.

Head of School expenses should be approved by the Chair of Governors.

Venn Central and Executive Head expenses should be approved by the CEO or senior line manager. CEO expenses should be approved by the Chair of the Trust Board

8.0 Payment of Claims

Claims should be submitted on the approved claim forms, and appropriately authorised. Payment of authorised mileage claims will be made each month with the payroll run. Other expenses will either be paid via payroll or via separate payments direct to the individual via bank transfer.



Adopted by Venn Academy Trust Board on

Chair of Venn Academy Trust Board

Venn Academy Trust Board Trustee

Next Review Date