



The Bishop Wheeler Catholic Academy Trust

ST MARY'S CATHOLIC PRIMARY SCHOOL,

A VOLUNTARY ACADEMY

STAFF EXPENSES POLICY

THE BISHOP WHEELER CATHOLIC ACADEMY TRUST

STAFF EXPENSES POLICY

Bishop Wheeler employees may need to travel in connection with work and will be reimbursed for travel costs incurred on Academy business. The Bishop Wheeler Catholic Academy Trust is committed to supporting sustainable travel and best value for money. This policy should be referred to in conjunction with the Trust's travel expense claim form, which is available on the individual Academy's websites or via finance administration staff.

Travelling Costs

Home to work travel

Costs associated with travelling to and from an employees' home and their place of work is **not** reimbursable. Travel claims must identify costs incurred to and from their place of work. Some employees may have multiple places of work within the Trust, identified in their contract of employment. Therefore, their 'place of work' may vary.

Car and Motorcycle

The authorised reimbursement rate per mile is 0.45p. This is the non-taxable rate approved by HMRC. This rate applies up to 10,000 miles per financial year, thereafter at the rate of 0.25p per mile.

Business Insurance

The cost of business insurance is reflected in the above reimbursement rate, which also covers general wear and tear of the vehicle as well as fuel. Employees are **strongly advised** to take out business insurance as you may be liable should you have an accident when on business.

Rail

Standard return rail fares will be reimbursed and should always be considered, especially for longer journeys, to ensure best value. Rail fares will often be considerably cheaper than driving, especially if it is possible to book in advance. The finance administrators will assist in gaining prices.

Bus

Bus fares will be fully reimbursed. Employees must retain their tickets as receipt.

Taxi

Taxis should only be used as a last resort, when no other public transport options are available or practical. Please retain a receipt

Parking

Please ensure that a receipt is retained and the cheapest available option is utilised.

Subsistence Costs

Employees are eligible to claim subsistence expenses when they are required to work away from their place of work, where meals are not provided. Subsistence claims will not be reimbursed for overtime working.

Lunch

In most cases it is assumed lunch would be provided, however should the period of business include an overnight stay and lunch is not provided, up to £7.50 maximum can be claimed.

Dinner

£15.00 maximum.

Accommodation

Overnight accommodation must be booked through the Academy's finance office. It is assumed that the cost of breakfast will be included. Accommodation should be booked in advance wherever possible, taking advantage of reduced cost websites.

Allowances:

Outside London: up to a maximum of £75 per person per night, including VAT and breakfast

London: up to a maximum of £150 per person per night including VAT and breakfast.

Headteachers may apply discretion should accommodation costs be unavoidably more expensive.

Exclusions

- Alcohol is not reimbursable.
- Fines and penalties are the sole responsibility of the employee. It is assumed that employees hold a full and valid driving licence, with current vehicle insurance and MOT certificate.

Submission of Claims

1. All relevant VAT receipts, including fuel receipts, must be attached to the claim form. If a receipt is unavailable, an explanation must be written on the reverse of the claim form.
2. Expense claims should be submitted **monthly**, at the discretion of the Headteacher for exceptional circumstances.
3. Reimbursement will be made by bank transfer. Employees should ensure that the finance office have correct bank account details.
4. Claim forms must be authorised by the Headteacher.

Payment of claims may be withheld if the journey has not been correctly authorised, in line with the Academy's procedures, by the Headteacher.

Expenses for Interviewees

Travel: 0.45p per mile will apply. Equivalent standard rail fare will be reimbursed should total mileage exceed 100 miles.

Accommodation: generally not provided, but will be considered on an individual basis at the discretion of the Headteacher.

Lunch: provided at school

Dinner: up to a maximum of £15 should an overnight stay be necessary. Alcohol is not reimbursed.

Expense claim forms must be authorised by the Headteacher. Relevant VAT receipts, including fuel, must be attached.