



## Staff Expenses Policy

Reviewed on	September 2025	Review frequency	Annual
Next review due	September 26	Template Yes / No	No
Owner	Chief Financial Officer	Approved by	Executive



## 1. History of Policy Changes

Date	Page	Change	Origin of Change
Sep 25	2	Removed reference to “Partners”	Annual Review
	2	Changed reference from “school business” to “Trust business”	
	2	Changed from “official hospitality” to “meals” in Subsistence	
	2	Changed from “school” to “their place of work” in Subsistence	
	2	Added “Chair of Local Governing Committee” to approvals outside of regular expenses	
	3	Added in “line manager” to those able to approve	
	3	Added section for meals	

## 2. Contents

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### 3. Scope

This document sets out the expenses that staff are able to claim for.

For the purpose of this document, 'staff' refers to all individuals employed (including volunteers) by the Hamwic Education Trust & its academies.

For trustees & governors, please refer to the Trustee & Governor Expenses Policy.

#### General

Staff will be reimbursed for any 'reasonable' expense incurred in carrying out their duties.

Reasonable expenses can be defined as:

- Mileage expenses – the use of own car on Trust business (excluding to and from work mileage)
- Parking expenses – whilst on Trust business
- Subsistence – where staff have incurred 'additional' expenses in the course of their work, e.g. meals for staff who are travelling in performance of their duties and are prevented from taking meals at home or at their place of work

Anything outside of the above would be subject to approval by the CEO/School Leader/Chair of Local Governing Committee and should be agreed prior to the expense being incurred.

The general expectations for claims are that:

- Journeys are necessary

- Travel is by the shortest reasonable route
- All receipts must be attached to claim forms
- Payments of gratuities and purchase of alcoholic beverages are the personal responsibility of the individual concerned and will not be reimbursed

### **Mileage Expenses**

Staff must complete their own travel claim forms and submit them to the School/Finance Office on a timely basis. Mileage should be calculated on the basis of claiming only additional mileage travelled, i.e. normal home-to-school mileage must be deducted from each journey if travelling from home.

All travel claim forms must be verified by an individual who is not approving the claim. Staff cannot verify their own travel claim forms.

All travel claim forms must be approved by the CEO/School Leader or appropriate budget holder/line manager. Mileage claims by School Leaders must be approved by the Chair of the Governing Committee, the CEO or the Chief Financial Officer. Mileage claims by the CEO must be approved by the Chair of the Board of Trustees.

Travel claim forms should be submitted on a monthly basis. Approval for claims older than one month will be paid at the discretion of the CEO/School Leader.

Mileage will be paid at the HMRC approved rates:

- 45p per mile for mileage up to 10,000 miles
- 25p per mile for mileage over 10,000 miles

Claims will be paid to staff via BACS.

### **Other Expenses**

Travel should always be carried out by the cheapest method possible. Evidence may be required to support 'cheapest' quotes (i.e. comparison of train fares).

Taxis fares should be avoided unless agreed by the CEO/School Leader prior to the journey.

All school items should be purchased via the School/Finance Office. Where staff have incurred the cost themselves and require reimbursement, claims must be supported by a receipt/invoice. These expenses must be approved by the CEO/School Leader or appropriate budget holder prior to claims being made.

Where a member of staff is prevented from taking meals at home or their place of work (due to travelling away), the cost of meals may be claimed for. The cost of these meals must not exceed £25 per person per night and must not include any purchase of alcohol. All claims must be supported by a receipt/invoice.

Claims for alcohol will not be reimbursed.

