

# Pope Francis Multi Academy Trust

## Staff Expenses Policy

<b>Presented &amp; Approved by Trust Board</b>	<b>Thursday 25<sup>th</sup> March 2021</b>
<b>Signed by Chair of Trust Board</b>	
<b>Name of Chair of Trust Board</b>	<b>Fr Michael Fitzsimons</b>
<b>Date</b>	<b>Thursday 25<sup>th</sup> March 2021</b>
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<b>Date of Review</b>	<b>March 2023</b>

## 1. Introduction

The Pope Francis Academy Trust will reimburse expenses incurred wholly, exclusively and necessarily during the school's or Trust's business.

The policy covers all types of travel and reimbursement costs incurred whilst on official business, excluding normal travel to and from place of work.

## 2. Principles

This policy will apply the following principles:

- All business journeys/expenses will be pre-approved by your line manager prior to incurring expenses
- Reimbursement will be against actual expenditure incurred and fully itemised receipts
- Expense claims must not be used to circumvent the school purchasing procedures (eg to buy stationery or text books)
- Unless pre-agreed by the Headteacher, CEO or CFO, the most economical mode of transport will always be used, this will include car sharing where two or more people are making the same journey
- Train fares will be booked by the School Business Manager where applicable
- The Pope Francis Academy Trust will not reimburse any 'entertainment' expenses, e.g., buying meals for others unless there are exceptional circumstances, and this has been pre-approved by the Board of Trustees
- Claims should be made on the claim form
- All claims must be submitted for payment within 30 days of the expense being incurred

## 3. Travel

### Private Car

Where a privately owned car is used for authorised school/Trust business, reimbursement will be at the following rates:

**40p per mile**

Where employees are claiming mileage on journeys made from and/or to home, the normal home to work/work to home mileage should be deducted from the total mileage.

Trustees or Board Members are also eligible to claim mileage on journeys made from and/or to home for authorised school/Trust business and will be reimbursed at **40p per mile.**

There may be occasions when two or more members of staff will be travelling to the same venue. When this is the case it is expected that they will travel together in one vehicle. Where, due to the start or termination of the journey, this proves impractical, prior approval of the Headteacher, CFO or CEO is required to travel in separate vehicles.

Employees using their own vehicle for work related travel must ensure that the vehicle is roadworthy, has a valid MOT certificate and is insured with appropriate business-related cover.

The trust has the right to do spot checks to ensure staff hold the correct MOT, insurance and

driving licenses.

These costs are the responsibility of the employee.

### **Car Hire**

Car hire may be more economical for travel in the UK, where this is the case this must be approved by the budget holder and will be booked by the School Business Manager, one week's notice is required.

Where a hire car is used, fuel will be reimbursed based on actual spend, the receipt must be provided in all cases and only sufficient fuel for the journey purchased.

### **Parking/tolls**

Receipted car parking charges will be reimbursed for employees incurring additional expenditure on car parking owing to travel on business.

Fees for use of a toll road or bridge will only be paid when this is a more economical route than the alternative route.

In order to claim this, a receipt for the toll or bridge fee must be produced.

### **Train**

Train travel will be booked by the School Business Manager.

Where possible travel should take place at 'off-peak' times to obtain the most economical rail fares.

Tickets should be booked at least three to four weeks in advance to enable work to be undertaken during journeys and obtain economical rates.

Travel will be standard class.

### **Taxis**

Taxis should only be used in cases of urgency or where no public transport is reasonably available or to ensure safety and welfare of employees travelling alone.

They may also be used if public transport was the main mode of travel and in order to reach the destination, is the only practical option.

Reimbursement will only be made against receipts.

## **4. Subsistence**

Employees should not normally claim for subsistence.

In the event of an overnight stay a maximum of £5 can be claimed for breakfast, £5 for lunch and £15 for an evening meal.

Alcohol will not be reimbursed in any circumstances.

Hotels may not be booked without prior approval of the Headteacher and/or CFO/ CEO.

Where the journey is less than 1.5 hours away by the most economical mode of transport, overnight accommodation will not be approved for a single day trip.

For trips of longer duration, the employee must present a case to the Headteacher/ CFO/CEO for approval.

Use of hotels and hotel rates will be challenged and the lowest rate negotiated by the School Business Manager.

Hotels for any overnight accommodation must not be above a 4-star rating, it is accepted that London accommodation can be expensive but in all cases must not exceed £140 per night.

A VAT receipt is required for all expenses claimed.

## **5. Claims and Payments**

Claims must be made on the Claim Form.

Forms will be available from each school finance office.

All employee expense claims must be submitted within 30 days of the expense being incurred. Claims submitted after this time will be subject to approval of the CEO/CFO.

All claims must be supported by VAT receipts.

Payments will be made directly into the employee's bank account.

Payments will not be made from "petty cash".

## **6. Overseas Travel**

It is not anticipated that any regular overseas travel will be undertaken or required in the normal course of business. Therefore, any overseas travel must be pre-approved:

The Trust Board for CEO/ CFO travel; or  
CEO for Headteacher travel; or  
Headteacher for school staff travel.

All travel plans and claims must follow the same principles as for UK travel.

The Trust will not reimburse alcoholic beverages, or any personal expenditure incurred.