



Children's



Endeavour



Trust

Travel and Subsistence Policy

The Children's Endeavour Trust comprises of:

- Abbot's Hall Community Primary School
- Bosmere Community Primary School
- Broke Hall Community Primary School
- Chilton Community Primary School
- Combs Ford Primary School
- Freeman Community Primary School
- Springfield Junior School

Document Control

Version	Date	Author	Comments
Issue 1	23 rd May '19	Finance and Audit Committee	In line with County mileage allowance. Review Summer 2021.
	May 2020	CEO	New schools added.

Owner: CEO

Approver: Finance and Audit Committee

Statutory Policy: No

Review Cycle: Bi-annual

Approval date: 23rd May 2019

1. Introduction

CET Schools will reimburse staff for actual and reasonable expenses incurred wholly, exclusively and necessarily in the course of its business and in accordance within the maximum rates set in this policy. Expenses will only be paid for journeys undertaken on Trust / School business and subject to prior approval of the Headteacher/Chief Executive Officer who will authorise the journey if deemed appropriate.

Travel and subsistence expenses reimbursed to a member of staff within the limits set by this policy will not give rise to a tax or national insurance liability for that member of staff. Expenses claims or payments that fall outside these guidelines should not be authorised.

Reimbursement of expenses Claims for reimbursement should be prepared on a Mileage, travel and subsistence claim form with supporting VAT receipts for each item, including a VAT petrol receipt for any mileage claims, attached. Claims will not be authorised when supporting receipts are not provided. Credit card slips alone will not be acceptable. Staff should submit claims for reimbursement of expenses not later than two months following in which the expenditure was incurred. Late claims will result in delay of reimbursement or, exceptionally, rejection of the claim. The authoriser should check that all receipts are attached and that expenses have been incurred in accordance with these guidelines. The Head Teacher / CEO will have final authorisation of all claims.

2. Allowable Travel Allowances

2.1 Mileage

At no time will a claim be accepted for mileage that may be considered part of the staff member's usual journey to and/or from work.

Staff using their own car for a business journey must confirm to the School that they have appropriate insurance cover, a roadworthy vehicle with MOT if applicable and a valid driving licence. In claiming business mileage on an expense claim form you are confirming that you have such cover and will maintain such cover for any future business journeys.

The current rate at which mileage allowances are paid as per HMRC guidelines in any Tax year

- Up to 10,000 - 45p per mile
- Over 10,000 – 25p per mile
- Motorcycle miles – 24p per mile

Parking charges and tolls for business meetings will be reimbursed when supported by a valid receipt when authorised by the Head Teacher. Any fines or penalties incurred for motoring or parking offences will not be reimbursed under any circumstances and are the responsibility of the member of staff. Committing

2.2 Taxis

Taxis may be used only where there is no other public transport available or when they are more cost effective than other forms of transport. They may also be used for short journeys with heavy luggage. Claims for taxi fare should be supported by receipts. All taxi drivers will produce a receipt if requested.

2.3 Train and other public transport

Travel by train should be by standard class ticket. Tickets for staff should be purchased in advance through the School's Finance Department. Travel by local train and underground systems at a destination must be supported by full receipts. Travel claims by bus must be accompanied by full receipts or tickets.

2.4 Air Travel

Air travel should only be used when it is cost effective, e.g. cheaper than by train, or where the time saving is sufficient to justify any extra expenses over road and rail travel. Staff may only travel by air with the prior approval of the Head Teacher. Tickets for staff should be purchased in advance through the School's Finance Department.

2.5 Subsistence

Subsistence expenses will be paid to or on behalf of members of staff who are prevented, by performing the School's business away from their normal place of work, from taking a meal that they would normally take at their home (breakfast or evening meal) or place of work (lunch). The Inland Revenue allows the reimbursement of, or payment by the School of "necessary subsistence costs" provided that they are not "unduly lavish". The subsistence levels set by the School are maximum levels and should not be treated as targets.

The limits set by the Trust are advised rates from the Inland Revenue:

Breakfast rate	£5.00
One meal (5 hour) rate	£5.00
Two meal (10 hour) rate	£10.00
Late evening meal rate	£15.00

- Breakfast rate – The rate may be paid where an employee leaves home before 6.00am and incurs a cost on breakfast taken away from home after the qualifying journey has started. If an employee usually leaves before 6.00am the breakfast rate does not apply.
- Late evening meal rate – The rate may be paid where the employee has to work later than usual, for qualifying travel of 15 hours or more; and, where the travel is ongoing after 8pm.
- One meal (5 hour) rate – The rate may be paid where the employee has been undertaking qualifying travel for a period of at least 5 hours and has incurred the cost of a meal.
- Two meal (10 hour) rate – The rate may be paid where the employee has been undertaking qualifying travel for a period of at least 10 hours and has incurred the cost of a meal or meals.

The maximum claim in any one day or 24 hour period must not exceed £25.00, payments must be limited to three meal rates on any one day or 24 hour period. A meal is defined as a combination of food and drink and would take a normal dictionary meaning.

The breakfast and late evening meal rates are for use in exceptional circumstances only and are not intended for employees with regular early or late work patterns. All journeys undertaken and other expenses claimed can only be accepted on the understanding that economy and practicality are exercised by the claimant. All claims may be accompanied by a receipt detailing items purchased, and may be subject to final scrutiny and arbitration by the Headteacher / Chief Executive Officer.

3. Overnight Accommodation

Hotel accommodation may be used in the following circumstances:

- School business that is being conducted at a location or locations away from the member of staff's place of work over a period of more than one day where it would not be practicable or cost effective to return home overnight; or
- Where it would not be practical to travel on the same day to or from a location where School business is being conducted e.g. where the business journey would have to be commenced before 0700 hours or ended after 2200 hours.

Hotel accommodation should be booked in advance via the School's Finance Department. Bookings may be made through other agents or direct with hotels only when better rates can be obtained. Prior authorisation from the Head Teacher for booking a hotel yourself and then claiming back the expense must be sought. The cost will be incurred by the employee and claimed back via the expenses claim form which will need to be authorised as in all cases. If breakfast is not required, the agent/hotel must be notified when the booking is made.

The indicative maximum rates for overnight accommodation are:

- Central London £150 per night
- Rest of UK £85 per night

Appendix 1

MILEAGE CLAIM FORM



Use this form for: a) Claiming Mileage
b) Travel Expenses (train tickets etc)

Full Name:	Date:
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School:	Payroll Number:
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Vehicle Registration:	Vehicle Make & Model:
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Sort Code:	Bank Account Number:
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Date	From	To	Miles Travelled	Travel Expenses £	Purpose / description	Line Manager's Signature
Total:					Mileage to be claimed @ 45p per mile	

Staff Member's Signature:	Date:
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Headteacher's Signature:	Date:
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All claims must be accompanied by a valid receipt for the journey, including a petrol receipt for all mileage claimed. only payable from your place of work to your destination.
All travel expenses must be approved by the line manager or Headteacher prior to the event.

Mileage is