

JOHN TAYLOR MULTI ACADEMY TRUST



Staff Expenses Policy

Implementation date: January 2016

Reviewed on: July 2017

Next review due: July 2019

Policy owner: Barbara Mahoney

It is the Trust's policy to reimburse staff for all necessary travel, accommodation and other expenses incurred while engaged on authorised School/Trust business, excepting normal day to day travel between school and home.

The Trust will set levels of expenditure that are deemed appropriate and which may only be varied at the discretion of the Directors of the MAT.

The level of reimbursement allowed will be sufficient to provide a standard and quality which adequately meet the needs of staff from the viewpoint of both comfort and acceptability for the effective conduct of School/Trust business. The Trust follows current HMRC mileage and fuel rates which can be found at:

<https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances>

All staff should complete travel and expenses claim forms available at each school. All claims will be paid into an employee's nominated bank account and must be submitted in time for the next possible payroll following the date the expense was incurred up to a maximum of 3 months after that date. Claims should not transcend financial years and must be accompanied **by an appropriate receipt.**

All expenditure must be authorised by the appropriate line manager or, in the case of expenses connected to professional development, by the SLT member with responsibility for CPD. The anticipated amount of expense must be detailed on the course application form before it is incurred. It is the employee's responsibility to ensure that best value is obtained.

Any abuse by staff will result in disciplinary action and, depending on circumstances, is likely to be treated as gross misconduct resulting in summary dismissal e.g. where an employee has intentionally sought to defraud the School.

This Expenses Policy will be monitored by the Managing and Organising committee on an annual basis.

TRAVEL

The Trust's Financial Regulations require that cost-effective use of travel arrangements is achieved. Car users should not therefore automatically use their cars for travel if public transport or a car sharing is more cost effective. Therefore, in order to achieve best value, the person who makes a claim should ensure that they are able to demonstrate the cost effectiveness of the journey claimed. Overseas travel must be agreed in advance with the Head of School/CEO and will only be granted in exceptional circumstances.

The Trust is aware of the responsibility to assess/manage risk associated with employees using their own vehicles for business purposes and where required this should be reflected in school local Health and Safety arrangements.

Careful consideration will be given to the difficulties some disabled staff with mobility problems may experience when undertaking longer journeys. Adjustments may, include payment of taxi fares from home to station/station to venue, or an overnight stay, or payment of subsistence allowances. Where more than one person is travelling to the same meeting, arrangements should be made to share transport where appropriate.

In the event of an employee travelling directly to (or from) a meeting or any other non school location, **only the mileage in excess of that normally travelled to the employee's permanent workplace may be claimed.**

Staff are expected to claim for the shortest journey possible. However, where you are able to demonstrate that a longer journey is quicker, that mileage may be claimed.

SUBSISTENCE

Staff necessarily incurring additional expense when away from School in respect of an evening meal or overnight accommodation will be reimbursed approved expenses in respect of the actual cost.

Claims for meals and overnight accommodation should not normally apply when staying on a residential course or residential conference. **All claims should be approved in advance and must be accompanied by a receipt**, which should be attached to the claim form.