



Davenant Foundation School

STAFF EXPENSES POLICY

This policy has been reviewed and to the best of our knowledge we do not feel that it impacts on any group or individuals' equality rights within our school community

POLICY DETAILS

Policy Name	Staff Expenses	Committee Responsible	Finance
Status	Advisory	Committee Person i/c	JRB
Produced by	JRB	First Agreed	July 2021
Date Produced	June 2021	Last Review Date	June 2021
References	Davenant Financial Regulations	Next Review Date	June 2023

1. Background

There are occasions when staff need to be reimbursed for goods and services they have purchased on behalf of the academy. This policy covers:

- Travel claims
- Other expenses/ Petty cash

2. Travel Claims

Staff should use the most cost effective method of transport, bearing in mind the cost and time involved. When in doubt, advance guidance should be obtained from their line manager/ budget holder. The claim form at **Appendix A** should be completed to receive reimbursement.

The cost of travel between home and place of work (the academy) is not reimbursed. To avoid a tax liability, the school will only reimburse the additional cost of travel. The relevant starting point for a journey is the school's post code and claims will be calculated from this point. Should staff consider they have a valid case for claiming on a different basis, they should seek advice and prior approval from the academy's Finance and Resources Manager.

Mileage reimbursement will be based on the advisory rates issued by HMRC (currently 45p per mile for the first 10,000 business miles in a tax year, then 25p for each subsequent mile). These rates are deemed to cover fuel costs and make a contribution towards running costs. Staff are responsible for accurately calculating and claiming the mileage undertaken.

Staff must ensure that they are insured for 'business' use. (This is usually available at zero cost but reimbursement for any fee or admin charge will not be available as the mileage rates are set to recover such costs).

Reimbursement for journeys using public transport will be based on the actual cost of travel, capped at the cost using the school as the starting point.

It should not be necessary for staff to claim for refreshments. Most journeys relate to short trips away from school or are in connection with training courses providing refreshments. However, if staff feel that they have a valid case for claiming, this needs to be agreed by a member of the Senior Leadership. Separate arrangements operate for residential trips where the trip organiser will set the parameters.

Where appropriate, supporting receipts must be submitted.

Claim forms must be authorised by the relevant budget holder or line manager before passing for payroll processing.

3. Other expenses/ Petty Cash

Staff should only make personal purchases when it is not possible to use the laid down ordering and payment procedures and only with the permission of the relevant budget holder, who is required to authorise reimbursement. The claim form at **Appendix B** should be completed to receive reimbursement. In the case of a budget holder making the claim, their Line Manager is required to authorise. In the case of a claim by the Headteacher, the Chair of the Governing Body is required to authorise. The Finance team will ensure that proper authorisation has occurred before making payment. Although the academy maintains a petty cash imprest, most reimbursements are made by BACS transfer (unless payment is made via the payroll).



**DAVENANT FOUNDATION SCHOOL
TRAVEL CLAIM FORM**

NAME _____

DEPARTMENT _____

Date	Destination	Post code of destination	Purpose of Journey/ Budget to charge	Mileage	Fares £	Other £ (Please provide details)
TOTAL						

Declaration by claimant
 I confirm:

- I have undertaken the above travel as part of my employment with Davenant Foundation School
- In the case of car travel, I am insured for 'business use'
- I have incurred the costs claimed above
- I have claimed in accordance with the conditions outlined overleaf.

Signature of claimant _____ Date _____

Approved by

_____ Date _____

(Line Manager/ Budget Holder)

1. Staff should use the most cost effective method of transport, bearing in mind the cost and time involved. When in doubt, advance guidance should be obtained from your line manager/ budget holder.
2. The cost of travel between home and your place of work (the school) is not reimbursed. To avoid a tax liability, the school may only reimburse the **additional** cost of travel.
3. The relevant starting point for a journey is the school's post code and claims will be calculated from here (subject to 2. above).
4. If you feel that you have a valid case for claiming on a different basis, you should seek advice and prior approval from the school's Finance and Resources Manager.
5. Mileage reimbursement will be based on the advisory rates issued by HMRC (currently 45p per mile for the first 10,000 business miles in a tax year, then 25p for each subsequent mile). These rates are deemed to cover fuel costs and make a contribution towards running costs.
6. **Staff must ensure that they are insured for 'business' use.** (This is usually available at zero cost but reimbursement for any fee or admin charge will not be available as the mileage rates are set to recover such costs).
7. It is your responsibility to accurately calculate and claim for the mileage undertaken.
8. It should not be necessary for staff to claim for refreshments. Most journeys relate to short trips away from school or are in connection with training courses providing food/drink. However, if you feel that you have a valid case for claiming, this needs to be agreed by a member of the Senior Leadership. Separate arrangements operate for residential trips where the trip organiser will set the parameters.
9. Where appropriate, please attach supporting receipts.
10. Claims are subject to finance and audit checks.

Examples:

1. An employee lives in Chelmsford and attends a full day's course in London. It suits him to travel by train directly from Chelmsford to London, rather than driving to school and taking the tube from Debden. He would be reimbursed for the cost of travelling from Debden to London (not from Chelmsford to London).
2. An employee lives in Chelmsford and attends a full day's course at Essex CC offices in Chelmsford town centre. Mileage claim = £0 because the mileage < usual home to work journey.
3. An employee lives in Woodford and visits a school in Epping for the day. He would be reimbursed for the return mileage from Davenant to the school visited.
4. An employee lives In Epping and visits a school in Epping for the afternoon, going home directly from the Epping school. There would be no claim here because no additional costs have been incurred.
5. An employee lives In Epping and visits a school in Epping in the middle of the day, returning to Davenant. He would be entitled to claim for the return journey from Davenant to the Epping school.



DAVENANT FOUNDATION SCHOOL
EXPENSES (NON TRAVEL) CLAIM FORM

NAME _____

DEPARTMENT _____

BUDGET TO BE CHARGED	
REASON FOR CLAIM	
ITEMS CLAIMED:	
	£
	£
	£
	£
	£
TOTAL CLAIMED PLEASE PROVIDE SUPPORTING RECEIPTS	£
WHO IS TO BE REIMBURSED?	

<u>Declaration by claimant</u> I confirm that I have incurred the costs claimed above as part of my employment with Davenant Foundation School Signature of claimant _____ Date _____
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<u>Approved by</u> _____ Date _____ (Line Manager/ Budget Holder)
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