



The Queensmill Trust

Reimbursement of Expenses Policy

Review – Spring 2023

Next Review – Autumn Term 2025

Reviewed by _____ *F.Adu* _____

Signed by Chair of Trustees

Reimbursement of Expenses Policy

RATIONALE

As a general rule, staff will be reimbursed for all reasonable expenses which they incur wholly, necessarily and exclusively in the course of the school's business.

AIMS

This policy will ensure that the school complies with Inland Revenue regulations. It is therefore essential that the procedures detailed in this policy are followed when making an expenses claim. This will enable the school to make the reimbursement of expenses without deduction of tax.

PROCEDURES

Authorisation Procedures

Payments to members of staff for personal expenditure (i.e. mileage, subsistence etc.) must be made using a Mileage claim form for travel expenses and a petty cash claim form for subsistence.

The procedures for the reimbursement of expenses incurred by staff while engaged on school business are set out below. All staff wishing to claim reimbursement of expenses should pay particular attention to these procedures, which also include mileage and subsistence rates.

Supporting documentation (e.g. receipts, proof of stay, and other supporting information) must be attached to the travel and expenses claim form and handed to the School Business Manager within one term by the 28th of the month.

Before any expenses are paid they will require approval and authorisation. The Headteacher will approve and authorise all travel claims. Claims which are not authorised in compliance with these procedures will not be processed and will be returned unpaid.

If a member of staff attempts to submit a false claim this will be treated as a serious offence which may lead to disciplinary action and a referral to the police.

Travel expenses

In accordance with Inland Revenue regulations, the mileage rate is 0.45p per mile. Normally mileage claims will be paid only for journeys which start and end at school or from home to the destination, whichever is the shorter distance. If travelling directly from or to home the normal mileage which would have been travelled from home to school should be deducted from the total mileage claim for the journey.

The school does not normally pay travel from home to normal place of work. The school will not, under any circumstances, reimburse parking or speeding fines.

Mileage Allowance Claim

As the school does not provide car insurance cover for staff using their own vehicles, staff are required to confirm that they have taken out personal car insurance with an appropriate extension to cover use in connection with school business. The staff member should provide the school with a copy of their car insurance policy and their driving licence. The policy should remain in force and the current premium should be paid, the mileage claimed should be necessary for the fulfilment of the schools duties,. The Headteacher should authorise all mileage claim forms before they are submitted to the payroll provider, staff will receive the reimbursement in their monthly salary.

The mileage rates payable by the school include an element to defray the cost of insurance as well as vehicle depreciation, fuel etc.

Public Transport

Wherever possible employees should travel by train, bus or car share when making the same journey.

Where staff use public transport, reimbursement will be on a receipts basis, provided the expenses are reasonable.

Rail Travel

Wherever possible employees should travel by train at 2nd class passenger rate. Staff may choose to travel at 1st class public transport but they will only be reimbursed the cost of 2nd class travel.

The school is only liable for the costs relating to a member of staffs travel. Any accompanying persons will be responsible for their own costs. The exception to this is where their attendance is required as a representative of the school and in such circumstances, prior approval must be obtained from the Headteacher.

Subsistence Allowance: Daily and Overnight

The subsistence rates listed below represent the maximum permissible rates available.

Where staff travel on school business and an overnight stay is necessary, an overnight subsistence allowance may be claimed. The school will reimburse the reasonable costs of accommodation, food and drink when supported by receipts.

The school will only bear the cost of accommodation required for training purposes and will not meet the costs of any extensions to a stay for personal reasons or for accommodation provided to a spouse or other family members.

Members of staff should note that items of a personal nature, such as alcoholic drinks, mini-bars etc. will not be reimbursed by the school and these should be deducted from any bills

submitted for reimbursement. Subsistence: Only claimable if an overnight stay is involved, this must reflect the actual cost of meals/beverage up to a maximum of:

Breakfast £ 5.00

Lunch £ 5.00

Dinner £ 10.00

Overnight Stay (B&B) £ 70.00

Re-imbusement for Gifts and Rewards

In the event of gifts being purchased by the Headteacher for members of staff, the following guidelines must be followed.

Gifts for an individual member of staff can be given up to the value of £25. Such gifts would be given for 10 years of service, staff attendance draws at the end of term etc.

Whole Staff Rewards such as for recognition of excellent performance in examination results/data results, Ofsted inspections and celebrating successes can be provided up to the value of £600. This is at the Chair of Governors discretion.