

Model Document



Schools must amend the template to reflect local circumstances, provided this does not alter the principles contained therein.



Where amendments are made, governors should receive an annotated copy clearly stating where the local scheme varies from the original.



Items highlighted must be personalised to suit your school.



Stock Church of England Primary School

Staff and Governors Expenses Policy

Date policy adopted: 14th December 2022

Due for review: 14th December 2023

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Appendix A - Mileage and Expenses Form

1.0 Confirmation that the Staff and Governor Expenses Policy in respect of Stock Church of England Primary School has been discussed and formerly adopted by the full governing body

Signed by:

Chair of Governors: Date:

Print name:

Headteacher: Date:

Print name:.....

Agreed at the full governing body meeting on: Minute Reference:

2.0 Introduction

This policy sets out arrangements for the reimbursement of expenses incurred whilst working on behalf of Stock Church of England Primary School. The Policy applies to all employees and members of the governing body without exception. It outlines the claims procedure and ensures that the school manages this part of its financial transactions with due diligence, whilst providing guidance to all individuals claiming reimbursement of travel, subsistence or other expenses incurred in connection with the school's business.

Staff should not incur any personal financial benefit through their employment with the school, other than their agreed salary. Any breach of this principle may lead to disciplinary action.

3.0 Scope

Expenses covered by this policy include:

- Mileage allowances
- Parking
- Public transport
- Subsistence
- Overnight accommodation
- Telephone calls
- Interview expenses
- Cash advance
- Training courses
- Professional subscriptions and membership of professional bodies

The expenses reimbursement process is not a substitute for the procurement process. Items generally **not** recoverable through personal expenses (for best value, propriety, tax or general good governance reason) include:

- Refreshments for general office use
- Greetings cards, gifts and flowers for employees/governors
- Staff entertainment
- Gratuities/tips
- Items that should be obtained through the school's procurement process e.g. stationery, IT equipment/consumables, educational resources.

These items should be purchased following the school's ordering procedure having been approved in advance in accordance with the school's Financial Regulations.

4:0 Claim and Authorisation Procedure

All claims must be made using a travel and expenses claim form (Appendix A). These must be submitted monthly, (**within 2 months**) of the expense being incurred to the **School Business Manager** for payment. Claims must be submitted by the end of the financial year.

The following criteria apply to claims:

- Original claim form and receipts must be submitted;
- All expenditure must be supported by receipts (VAT receipt where applicable);
- Expense forms must be signed by the employee;
- All staff claims must be authorised by the Headteacher
- Headteacher claims and those for members of the governing body must be authorised by the Chair of Governors
- Claims must not include expenditure incurred by other individuals;
- Claim forms containing errors or amendments will not be accepted;
- Payment will be made directly to the bank details provided or held on file;
- Personal clubcards/reward cards should not be used when buying on behalf of the school, as this can be viewed as a benefit.

5.0 Travel Claims

Employees themselves are responsible for any costs incurred in journeys between their home and normal place of work. Journeys between an employee's/Headteacher's/governor's home and normal place of work cannot be claimed under any circumstance.

Before travelling, claimants are required to compare standard class public transport costs and, if cheaper and practical, should opt for rail travel when a direct rail service is available.

5.1 Business Mileage

Employees who use their own vehicle for business use must seek prior authority to do so from the **School Business Manager** and ensure that:

- a) The vehicle is taxed and has a current MOT if required
- b) The vehicle is fully insured for business use (copy provided to school on request)
- c) They hold a current valid driving licence.

The Mileage and Expenses claim form should be completed to show:

- a) Full details of each journey including start, end and intermediate stops
- b) The date of the journey
- c) Actual mileage travelled
- d) Notional miles travelled based on a start/end point of normal place of work.

Reimbursement will only ever be made on the lower of actual/notional miles. The shortest route only will be reimbursed. If any other route is followed and claimed, then a full reason must be submitted and approved by the **School Business Manager/Headteacher**

The school will reimburse mileage expenses at a rate in accordance with the limitations set out by HM Revenue & Customs. The claimant is entitled to be notified of this rate in advance of commencing their journey.

The school will not, under any circumstances, reimburse parking or speeding, or traffic infringement fines.

5.2 Parking

The full cost of car park charges will be reimbursed on receipt of the original ticket. Claimants should seek to park in the cheapest available parking facility.

5.3 Public Transport

Where public transport is used, the most economic ticket available should be purchased. Tickets should be purchased as far in advance as possible to take advantage of discount fares. **Premium or first-class travel will not be reimbursed.**

6.0 Subsistence & Overnight Accommodation

Reimbursement will be the lower of cost or maximum of the following rates:

Breakfast	£5 per person
Lunch	£10 per person
Evening Meal	£20 per person

Where staff/governors travel on school business and an overnight stay is necessary, an overnight subsistence allowance may be claimed. The cheapest appropriate room should always be used. The school will reimburse the reasonable cost of accommodation when supported by receipts. No reimbursement will be made for alcoholic drinks.

Claims for overnight accommodation must be authorised in advance by the **School Business Manager/Headteacher/ Chair of Governors**. As applicable

7.0 Telephone Calls

School office phones should always be used where possible, for school trips the school mobile should be used where applicable.

If, in exceptional circumstances, staff are required to make business calls on their home or mobile telephone and incur additional costs as a result, this must be pre-authorised by **the School Business Manager/Headteacher**.

Such costs can be reclaimed using the expense claim form provided the appropriate itemised phone bill is attached with the relevant business calls highlighted; only these actual call costs will be reimbursed.

8.0 Interview Expenses

Expenses will be paid to candidates who incur unreasonable expenses, but only where agreed in advance of the expenditure by the Headteacher / Chair of

Governors. These costs will be reimbursed in the first month's salary for successful candidates or by BACS for unsuccessful candidates.

9.0 Cash Advance

Members of staff/governors who are about to embark on extended work or travel on behalf of the school and who will be required to incur expenditure while on the trip, may claim a cash advance. Where possible, all planned expenditure should be made by the school through the usual procurement method.

- Only the Headteacher / Chair of Governors can authorise a cash advance.
- Requests for cash advances should be made well in advance of the work/trip to allow payment before travel.
- Claimants must state:
 - a) That it is an advance
 - b) How much is required
 - c) The purpose for which it is required
 - d) The planned dates of travel.
- The claimant must provide a completed expense claim and/or reimbursement within **seven** days of returning from travel/work together with the relevant receipts (VAT receipts where applicable).

10.0 Training Courses

The school provides training courses to enable employees/governors to improve their effectiveness at work.

All costs and expenses of in-house training courses are borne by the school.

Where it is necessary to travel to attend such courses, any travel and subsistence expenses incurred may be claimed as business expenses under the rules indicated in sections 5 and 6 of this policy.

The school will also meet the cost of external courses where the training leads to the acquisition or improvement of knowledge or skills, which are likely to prove useful in carrying out the member of staff's / governor's current or potential duties for the school.

These courses must be authorised by the Headteacher before the training takes place. A request may be refused but, in this case, the Headteacher will give valid reasons. Any appeal on this decision must be made to the **Chair of Governors**.

11.0 Professional Subscriptions and Membership of Professional Bodies for Staff

Personal professional subscriptions for members of staff are the personal responsibility of the individual members of staff. No reimbursement will normally be provided by the school for such costs, although individual staff members may be able to claim tax relief for such costs either through their tax code or on their own tax self-assessment returns.

However, if there are benefits to the school, by a staff member holding a professional membership of a relevant organisation, payment may be allowable, but this must be agreed prior to the expense being incurred, by the **Headteacher**. Where the membership applies to the Headteacher, the expense must be agreed in advance by the Chair of Governors.

Mileage and Expenses Claim Form

All fields are mandatory unless otherwise stated. Please use **BLOCK CAPITALS** to complete

Claimant's name:											
Address:											
Postcode:											
Contact tel.:											
Claimant's email address											
Bank Account No.:						Sort Code:					
Building Society reference (if applicable)						Account name:					
Date	Details (including start & finish postcodes)	No. of miles	rate per mile	Mileage £ p		Fares £ p		Subsistence £ p		Other £ p	
Total amounts claimed											
Grand total amount claimed											

I certify that the expenditure detailed above has been incurred by me.

Signature of claimant..... Date.....

Once fully completed, securely staple all receipts to this form and forward to the school for processing.

For school use only

I confirm that the appropriate checks have been carried out and this amount is properly payable.

Approving officer signature Date:

Print name & position: Contact Tel: