

Travel, Subsistence and Expenses Policy



Policy developed by Mr Grogan (Headteacher) in consultation with all staff: October 2022

Policy approved by Governors: November 2022

A handwritten signature in black ink that reads "Fiona Taylor".

Chair of Governors

A handwritten signature in black ink that reads "Mr M Grogan".

Headteacher

Policy shared with staff and shared on the school website: November 2022

'Never settle for less than your best'

TRAVEL SUBSISTENCE AND EXPENSES POLICY

Our school motto

Never settle for less than your best.

Our Vision

Following in the footsteps of Jesus, each member of our community will flourish as resilient, respectful and adaptable individuals prepared for life's journey. Along the way we will encourage and inspire each other to continue growing as beacons of light in our own lives and the wider world.

Our Mission Statement

St. George's Central seeks to provide quality education rooted in the Christian faith, serving the spiritual, moral, and educational needs of the community of which it is part.

Travel and Subsistence Claim

Policy and Procedure

The aim of this policy is to define for staff, Board members and non-staff the expenses that can be claimed. It aims to make sure that school funds are used effectively to achieve both short and long term school aims and objectives.

Authorisation

Claims for travel and other expenses must be authorised by the Headteacher (for staff) or the Business Manager (for the Headteacher). Claims will only be authorised where the expense was clearly incurred in the course of school work. If there is any doubt about whether an expense will be approved, it is the responsibility of the claimant to have the expense prior approved by the appropriate manager.

All claims should be made on the correct form and, with the exception of mileage allowance, should have bills, receipts or a signed voucher to support them. Please attach these securely to the claim and, if there are several, they should be numbered.

The claim should clearly show why the expense has been incurred.

There may be occasions when senior staff may require further information in support of a claim. In those cases, the claimant must produce any reasonably requested evidence to support their claim.

Payment

St. George's Central CE Primary School and Nursery will reimburse claims when submitted on the proper form with the proper receipts.

Pre-payment of expenses can be made by special arrangement with the Headteacher and/or School Business Manager under exceptional circumstances.

Practicality

The following considerations should be used in deciding questions of practicality.

- Calculation of journey time and duration are based on the journey from St. George's Central CE Primary School and Nursery, Tyldesley or your home whichever is the shorter.
- It is expected that the most cost effective method of travel, subsistence and accommodation available will be used whenever possible
- Rail journeys will therefore normally be second class but where first class travel is cheaper this may be claimed.

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Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

- Where a long car journey is involved it should always be investigated whether the cost of mileage is more or less than using a train or plane.
- Approval of claims will be based on a consideration of the most cost effective way of meeting claims, for instance, you may want to stay overnight if this means that a cheaper fare is available and the overall cost of a trip will therefore be less.
- Journey timing – You are generally not expected to begin a journey before 6:00 am and end it later than 9:00 pm.
- Travelling time – You are generally not expected to travel for longer than eight hours in total in a day.
- Consideration will be given to the special needs of people with disabilities or health problems such that they require assistance, special travel and/or accommodation arrangements. Please discuss your needs with the Headteacher and/or School Business Manager prior to incurring additional expenditure.
- All claims to be submitted using the St. George’s Central CE Primary School and Nursery Expenses Claim Form (Appendix 1)

Travel Expenses

- The cost of travel between your home and school cannot be claimed. Claims should be made if the actual cost is less than the usual daily cost of travel to work.
- A mileage of **45p** per mile will be paid for travel within the Greater Manchester Area.
- Car journeys outside of the Greater Manchester area require prior approval.
- Whenever possible, journeys outside the borough should be made by rail, second class at the lowest possible rate.
- Alternatively where public transport is not practicable, claims may be agreed for a mileage rate for the journey (see latest schedule). The mileage should be calculated on the return journey between the meeting venue and your home or place of work, whichever is the shorter.
- Car parking fees incurred during the course of all business related activities may be reimbursed.
- Claims for taxi fares will only be met where the use of public transport is not practical.

Subsistence Allowance for Overnight Travel and Events

- Breakfast may be claimed if you have an overnight stay where breakfast is not provided or if you have to leave home before 6:00am.
- Lunch may be claimed on overnight trips only and only if not provided at the meeting you are attending.
- The actual cost of meals will be paid up to the current schedule of rates. Rates include VAT, tips and the cost of non-alcoholic drinks taken with meals. Receipts must be supplied in order to be reimbursed.
- Overnight stays should be authorised in advance by management. The actual cost of accommodation may be claimed up to the maximum rate . In exceptional circumstances higher amounts may be paid but this must be authorised in advance by the Headteacher and/or School Business Manager.

Schedule of rates for reimbursements

Mileage

A mileage of **45p** per mile will be paid for travel within the Greater Manchester Area.
Car journeys outside of the Greater Manchester area require prior approval.

Subsistence Allowance

Can be claimed for overnight stays or for day travel outside of Greater Manchester that exceeds 10 hours:

- | | |
|------------------------------|--------|
| • Bed and Breakfast | £72.50 |
| • Bed and Breakfast London | £94.00 |
| • Breakfast taken separately | £7.00 |
| • Lunch | £7.50 |
| • Evening meal | £17.40 |

Staff members must provide receipts to be reimbursed

Rates approved and effective as of November 2022

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St George's Central CE Primary School and Nursery

Expenses Claim Form

Name:

Home address:

Position:

Date	Description	Travel				Hospitality <i>(where approved)</i>	Total to reimburse
		Mileage			Rail/Tube		
		Start	End	Total			

I declare that the above expenses were incurred by me on behalf of St. George's Central CE Primary School and Nursery.

Signed:

Print name:

Date:

All staff members to return this completed form to the Headteacher.

Headteacher to return completed form to the School Business Manager.

Expenses authorised <i>(Headteacher/School Business Manager)</i>		Expenses received <i>(Staff member)</i>	
Signed and date:		Signed and date:	

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