



# St Joseph

Catholic Multi Academy Trust

## Staff Expenses Policy

Reviewed By	Approved By	Date of Approval	Version Approved	Next Review Date
Daniel Powell	SJCMAT Board	25.04.2022	3.0	December 2023
Khalil Mohammed	SJCMAT Board	11.12.2023	4.0	December 2024

**Document Properties**

Document Owner	Khalil Mohammed
Organisation	St Joseph Catholic MAT
Title	CFOOO

**Abstract**
**Version History**

Date	Version	Status	Summary of Changes
January 2022		Proposed	Comments from PW, PS, JB
25th April 2022		Approved	

**For the purpose of this policy the following representatives need to sign off this document:**

Role & Responsibilities	Name
SJCMAT CFOOO	Khalil Mohammed

**Website:**

Yes/No	No
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## Introduction

St Joseph Catholic Multi Academy Trust will reimburse expenses incurred wholly, exclusively and necessarily during the school's or Trust's business.

The policy covers all types of travel and reimbursement costs incurred whilst on official business, excluding normal travel to and from place of work.

This policy has been informed by

### 1. Principles

This policy will apply the following principles:

- All business journeys/expenses and mode of travel will be pre-approved by your line manager based on staff's reasonable written pre-estimate of journey cost including any ancillary items such as parking, tolls etc prior to incurring expenses
- Reimbursement will be against actual expenditure incurred and fully itemised receipts
- Expense claims must not be used to circumvent the school purchasing procedures (eg to buy stationery or text books)
- Safety is our primary concern and hence journeys should always be via public transport unless a line manager confirms that this is inconvenient. Journeys over 150 miles per day by car must also be pre-agreed by the Headteacher, CEO or CFOO.
- Where car travel is agreed, car sharing is expected where two or more people are making the same journey
- Train fares will be booked by the School Business Manager where applicable
- The Trust will not reimburse any 'entertainment' expenses, e.g., buying meals for others unless there are exceptional circumstances, and this has been pre-approved by the Board of Trustees
- Claims should be made on the claim form
- All claims must be submitted for payment within 30 days of the expense being incurred, if not claimed then reimbursement is not guaranteed and will be at the discretion of the CEO/CFOO

### 2. Travel

#### Private Vehicles

Where a privately owned car is agreed for use on each authorised school/Trust business trip, reimbursement will be at the following rates: 45p per mile for the first 10,000 miles and 25p per mile after. For motorcycles it is 24p per mile.

Where employees are claiming mileage on journeys made from and/or to home, the normal home to work/work to home mileage should be deducted from the total mileage.

Trustees or Board Members are also eligible to claim mileage on journeys made from and/or to home for authorised school/Trust business and will be reimbursed at 45p per mile.

There may be occasions when two or more members of staff will be travelling to the same venue. When this is the case it is expected that they will travel together in one vehicle. Where, due to the start or termination of the journey, this proves impractical, prior approval of the Headteacher, CFOO or CEO is required to travel in separate vehicles.

Employees using their own vehicle for work related travel must ensure that the vehicle is roadworthy, has a valid MOT certificate and is insured with appropriate business-related cover. Copies of these documents and the driver's license must be lodged with the school business manager annually.

The trust has the right to do additional spot checks to ensure staff hold the correct MOT, insurance and driving licenses.

These costs are the responsibility of the employee.

### **Car Hire**

Where car travel has been approved then car hire may be more economical for travel in the UK, where this is the case this must be approved by the budget holder and will be booked by the School Business Manager, with one week's notice being required.

Where a hire car is used, fuel will be reimbursed based on actual spend, the receipt must be provided in all cases and only sufficient fuel for the journey purchased.

### **Parking/tolls**

Receipted car parking charges will be reimbursed for employees incurring additional expenditure on car parking owing to travel on business.

Fees for use of a toll road or bridge will only be paid when this is a more economical route than the alternative route.

In order to claim this, a receipt for the toll or bridge fee must be produced.

### **Train**

Train travel will be booked by the School Business Manager.

Where possible travel should take place at 'off-peak' times and using "advanced" tickets to obtain the most economical rail fares.

Tickets should be booked at least one week in advance to obtain economical rates.

Travel will be standard class.

### **Taxis**

Taxis should only be used in cases of urgency or where no public transport is reasonably available or to ensure safety and welfare of employees travelling alone.

They may also be used if public transport was the main mode of travel and in order to reach the destination, is the only practical option for the first and last portion of the trip.

Reimbursement will only be made against receipts.

### **3. Subsistence**

Employees should not normally claim for subsistence.

In the event of an overnight stay a maximum of £5 can be claimed for breakfast, £5 for lunch and £15 for an evening meal.

Alcohol will not be reimbursed in any circumstances.

Hotels may not be booked without prior approval of the Headteacher and/or CFOO/ CEO.

Where the journey is less than 1.5 hours away by the chosen and agreed mode of transport, overnight accommodation will not be approved for a single day trip.

For trips of longer duration, the employee must present a case to the Headteacher/ CFOO/CEO for approval.

Use of hotels and hotel rates will be challenged and the lowest rate negotiated by the School Business Manager.

Hotels for any overnight accommodation must not be above a 4-star rating. It is accepted that accommodation can be expensive, but in all cases, must not exceed £90 per night (exc VAT) outside London and £130 per night (ex VAT) in London. These prices are based on a bed and breakfast combined rate.

A VAT receipt is required for all expenses claimed.

The CEO/CFOO & Headteachers have the discretion to allow increases/decreases to these ceilings where evidence is available to suggest the ceilings are inappropriate.

#### 4. Claims and Payments

Claims must be made on the Claim Form.

Forms will be available from each school finance office.

All employee expense claims must be submitted within 30 days of the expense being incurred. Claims submitted after this time will be subject to approval of the CEO/CFOO.

All claims must be supported by VAT receipts.

Payments will be made directly into the employee's bank account.

Payments will not be made from "petty cash".

#### 5. Mileage Rates

Claims for mileage are made on the appropriate form, signed by the employee, and approved by the Headteacher or Chief Executive Officer before payment. Mileage payments are based on the shorter of the distance between home and the location travelled to or the Trust's main office to the location travelled to.

NB if employees, Trustees, Members and Governors use their own vehicle for Trust business, they will be required to provide appropriate documentation to ensure that:

- the vehicle
  - is insured for business purposes
  - has a current MOT certificate (where applicable)
  - is suitably modified to carry children with physical disabilities, if applicable
- the proposed drivers
  - have a current full clean driving licence (any points or driving convictions must be highlighted to the relevant School Business Manager/Headteacher) are covered to drive that type of vehicle, without supervision
  - have the owner's permission a) to use the vehicle and b) to use the vehicle for Trust business

The School Business Managers in each academy will be responsible for maintaining a record of the checks carried out to verify these requirements, the central staff claims will be checked by the Chief Executive Officer's PA. or the Financial Controller.

## 6. Overseas Travel

It is not anticipated that any regular overseas travel will be undertaken or required in the normal course of business. Therefore, any overseas travel must be pre-approved:

- The Trust Board for CEO or CFOO
- CEO for Directors of School Improvement & Headteacher travel; or
- Headteacher for school staff travel.

All travel plans and claims must follow the same principles as for UK travel.

The Trust will not reimburse alcoholic beverages, or any personal expenditure incurred.

## 7. Approval

First line approval should be conducted by the line manager, who must validate that the costs incurred are appropriate and backed up by appropriate receipts, where necessary.

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The following approval process must be applied for leadership expenses-:

- The Trust Board for CEO where this falls outside of the agreed delegated limits given to CFOO (see below)
- CFOO for CEO travel and accommodated travel, which have been pre-agreed by Trust Board
- CEO for CFOO, Directors of School Improvement & Headteacher travel; or
- Headteacher for school staff travel.