EXPENSES POLICY

Ysgol Groes-wen

YSGOL GROES-WEN EXPENSES POLICY

1. INTRODUCTION

1.1 This guidance note supplements Schools' Financial Procedure Rules. The content of the guidance note is intended to encourage a consistent approach to the claiming and payment of expenses, and to encourage recognised good practice. Any officers seeking to make alternative arrangements should seek advice and approval from the Audit Manager.

1.2 This guidance applies to reasonable personal expenses incurred by an employee during the course of their duties. These may arise from attending meetings, training or conferences, or purchases made on the school's behalf. It does not apply to the reimbursement of other costs that may have been incurred on the school's behalf, such as goods purchased via purchase order.

1.3 Staff members should be aware of the provision of the Council's car allowance scheme (1.CM.101) prior to making a journey on behalf of the school for the first time.

1.2 For the purpose of this document, the term "staff" refers to all individuals employed (including volunteers) at a school.

2. GENERAL

2.1 Staff will be reimbursed for any reasonable expense incurred wholly, necessarily and exclusively in carrying out their duties in the course of school business. Reasonable expenses can be defined as:

- Mileage expenses – the use of own car on school business (excluding mileage to and from work);
- Parking expenses – whilst on school business;
- Subsistence – where staff have incurred additional expenses in the course of their work e.g. staff who are travelling in performance of their duties and are prevented from taking meals at home or at school.

2.2 Anything outside of the above would be subject to approval by the Headteacher and must be agreed prior to the expense being incurred.

2.3 The general expectations for claims are that:

- Journeys are necessary;
- Travel is by the shortest reasonable route;
- All receipts must be attached to claim forms; and
- Payments of gratuities and purchase of alcoholic beverages are the personal responsibility of the individual concerned and will not be reimbursed.

2.4 The school does not provide car insurance for staff using their own vehicles; staff members are responsible for ensuring that they are appropriately insured and that the vehicle is safe and legal to drive. Prior to undertaking any journey on behalf of the school, staff must complete the Work-related Driving Policy – Driver Assessment Record and Authorisation to Drive form (4.C.492) (and review this at least on an annual basis thereafter). Staff must provide details of their driving licence, car insurance (including business insurance) and MoT (where necessary) for review by the Headteacher in order to be authorised to undertake journeys on behalf of the school. Only original documents should be sighted.

3. MILEAGE

3.1 Travel should be undertaken by the most economically advantageous method and, to aid sustainability, staff should seek to make use of the most effective method of travel in terms of cost, speed and lowest carbon impact.

3.2 Staff should make themselves aware of the Council's Code of Guidance on Mobile Phones and Driving (1.CM.028).

3.3 Staff must complete their own travel forms (using 4.C.251) and submit them to the Business Manager / Bursar for submission for payment via DigiGOV. All records of business mileage must show the reason for the journey as well as the start, destination and finish points. Mileage must be calculated on the basis of claiming only the additional miles travelled, i.e. normal home to school mileage must be deducted from each journey.

3.4 All claims must be authorised by a senior member of staff authorised to do so in accordance with the school's authority list. No member of staff can verify their own travel claim form. A mileage claim by the headteacher must be approved by another member of the school's Senior Leadership Team (SLT).

3.5 No reimbursement will be made without an authorised form with valid VAT receipts attached. The receipt is a requirement for the Council to recover the VAT element from HM Revenue and Customs. The reimbursement will be made in at the approved HM Revenue and Customs rate (currently 45p per mile). This rate is paid irrespective of the fuel type (petrol or diesel) or the capacity of the car.

3.6 With regard to electric vehicles, mileage will also be reimbursed at the approved HM Revenue and Customs rate (currently 45p per mile). If the electronic vehicle is charged at home or in a public place, the Council is unable to claim the VAT. In DigiGOV, “0” should be entered in the field for “receipted amount of fuel”.

3.7 All reimbursements will be made via payroll and under no circumstances will reimbursement be made through other means.

3.8 Unless there are exceptional circumstances, car mileage claims more than three months old will **not** be reimbursed. Such circumstances will be determined by the Headteacher (or, in the case of claims by the Headteacher, by the Chair of Governors).

4. OTHER TRAVEL EXPENSES

4.1 Travel should always be carried out by the most economically advantageous method possible. Evidence may be required to support the most economically advantageous quotes (i.e. comparison of train fares). Claims for the use of public transport must be made against receipts or valid journey ticket. Only standard / economy class travel will be reimbursed.

4.2 Taxis fares should be avoided unless agreed by the Headteacher prior to the journey.

4.3 Car parking fees can be reclaimed with a supporting receipt. Payment for parking near to the school or usual place of work cannot be reclaimed.

4.4 Parking, moving traffic offence or speeding fines will never be reimbursed.

5. OTHER EXPENSES

5.1 All school items should be purchased via the Finance Office. Where staff have incurred the cost themselves and require reimbursement, claims must be supported by a receipt/invoice. These expenses must be approved by the Headteacher or appropriate budget holder prior to claims being made.

5.2 Claims for alcohol will not be reimbursed.

5.3 The school will provide mobile phones for operational purposes.

Headteacher:

Chair of GB:

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