



# APPENDIX 10

## Staff Expenses Policy

This policy was approved and ratified by the  
Finance and Resources Committee of  
Cox Green School  
on  
10<sup>th</sup> October 2017

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Full Governing Body	03/12/13	03/12/13	Sept 2015
1.1	Full Governing Body	20/10/15	20/10/15	Sept 2017
1.2	Finance & Resources Committee	107/10/17	10/10/17	Sept 2020



Cox Green School will reimburse staff for all necessary travel, accommodation and other expenses incurred while engaged in authorised School business (except normal day to day travel to and from school to home).

The School will set levels of expenditure that are deemed appropriate and which may only be varied at the discretion of the Governors.

The level of reimbursement allowed will be sufficient to provide a standard and quality which adequately meets the needs of staff from the viewpoint of both comfort and acceptability for the effective conduct of School business. The rate of reimbursement is set out overleaf.

### **Travelling**

Cost-effective use of travel arrangements is a requirement of any employee undertaking journeys required to carry out school business. Car users should not therefore automatically use their cars for travel. Public transport can be more convenient and cost effective. Therefore, in order to achieve best value, the person who certifies a claim should ensure that they are able to demonstrate the cost effectiveness of the journey claimed

In circumstances where a traveller prefers to use their own car, but where public transport would have been significantly cheaper, 2<sup>nd</sup> class return rail fare to the nearest station will form the basis of reimbursement.

Consideration will be given to difficulties some disabled staff with mobility problems may experience when undertaking longer journeys. Adjustments may, for example, include payment of taxi fares from home to station/station to venue, or an overnight stay.

Where more than one person is travelling to the same meeting, arrangements should be made to share transport if appropriate and convenient.

If exceptional circumstances require the use of air travel, then best value should be demonstrated and the Chair of Governors & Headteacher should authorise such travel and best value justification.

In the event of an employee travelling directly to (or from) a meeting or any other non school location, only the mileage in excess of that normally travelled to the employee's permanent workplace may be claimed.

In general employees are expected to claim for the shortest journey possible.

It is important that employees check their personal car insurance policy covers them for business use. If they are not covered then they should contact their insurance broker to amend their policy.

### **Car Parking and Tolls**

Car parking and toll charges incurred on School business are reimbursable.

### **Fines**

Under no circumstances will the School pay employees' fines e.g. Speeding and parking fines

### **Car Mileage Claims**

Claims must be made by the end of each month in which the journey(s) have taken place. Claims made more than one month after travel may be declined.

### **Travel Allowances**

**Public Transport:** Claims will normally be met for 2<sup>nd</sup> class rail or bus fare only. In exceptional circumstances, first class rail fares may be claimed, but will only be met if authorised in advance by the Headteacher or Chair of Governors. Employees should book tickets well in advance, if possible, in order to secure best value.



**Car Mileage Allowance:** 45p per mile

**Motorcycle Mileage Allowance** 24p per mile

*(Ref. HMRC Approved Mileage Allowance Payments effective from 6<sup>th</sup> April 2011)*

### **Subsistence**

Staff necessarily incurring additional expense when away from School in respect of meals will be reimbursed approved expenses **up to** the maximum specified. Claims for meals and overnight accommodation should not normally apply when staying on a residential course or residential conference. All claims must be accompanied by receipts.

Where an overnight educational visit includes full board accommodation, accompanying staff will not be able to claim for any subsistence allowance. Where a visit does not include full board, subsistence can be claimed at the rates below.

For educational day visits a maximum claim of £5 may be made.

**Breakfast** (leaving home before 7.00 am, if not included as part of an overnight stay) – up to £5

**Lunch**– up to £5.00

**Tea or Evening Meal** (return or work beyond 8.30pm) – up to £10

*NB No reimbursement will be made for any claims for alcoholic beverages.*

All the above expenses should be itemised on a “Claim for Car Mileage and Expenses” form which is available from the Finance Office. All claims should be accompanied with a VAT receipt and the completed form should be approved by your Line Manager.

The Headteachers expense claims will be approved by the Chair or Deputy Chair of Governors.

Reimbursement will be through payroll and will be paid in the following month if the claim form is received by the 4<sup>th</sup> working day of that month.

### **VDU Glasses**

Cox Green School will reimburse the cost of an eye examination and contribute £45.00 towards a pair of glasses prescribed by an optician for VDU use only.

Staff should arrange an eye examination (ideally with Specsavers, who will often offer a free eye test)

On completion of the eye examination, should it be identified that glasses are required solely and specifically for VDU use, Cox Green School will contribute £45.00 towards the cost of them.

The staff member should ask the optometrist for a completed VDU Certificate of Recommendation and attach this and their receipt for the eye examination and glasses to a payment request form available from the Finance Office.

Reimbursement for the cost of the eye test and £45.00 contribution towards the glasses will be made direct to the employee's bank account via BACs payment.

### **Laptops/ ipads**

May be issued to staff for business use and personal use is limited and minimal.



### *Mobile phones*

There is one mobile phone issued to the Designated Safeguarding Officer that is for business use and personal use is limited and minimal. The school has 5 trip phones used for business use only to contact staff and parents in emergencies, 1 Site phone for business use only for call outs, 1 PE phone for emergency contact when out on field or on away fixtures and 1 cover phone again for business use only for staff reporting early morning absence.

### *Allowable Gifts purchased for Staff*

A gift will be purchased by the school and will be taxable to the school in the following circumstances:

- Hospital admission or other serious illness
- Bereavement of Parent, Child or Partner
- Any other exceptional circumstances under the approval of the Headteacher

The purchase will be approved by the Business Manager or the Headteacher, be paid for from unrestricted funds and will not exceed a value of £35.