



EXPENSES

POLICY

FINAL Version 29 May 2020

Date for Revision – Aug 21

CONTENTS

1. Policy Statement
2. Background
3. General principles
4. Headteachers' responsibilities
5. Employees' responsibilities
6. Travelling – general
7. Meal expenses
8. Overnight provision
9. Public Transport
10. Hire cars
11. Car insurance
12. Travelling to a venue directly from home
13. Where car mileage is not the most economical but the employee wishes to travel by car
14. Other Expenses
15. Duties Outside the UK
16. Processing of claims
17. What cannot be claimed
18. Disputes

1. Policy Statement

- 1.1 This Policy is subject to the published Equality Information, in line with the Equality Duty 2011 and is underpinned by the Christian beliefs and values of our Trust.

2. Background

- 2.1 The aim of this Policy (the policy) is to ensure that the conditions of service relating to the reimbursement of expenditure are correctly and consistently applied throughout Peterborough Diocese Education Trust (PDET).

3. General principles

- 3.1 PDET believes that there are only a handful of occasions where employees will need to incur personal expenditure due to the comprehensive purchasing options detailed in the Purchasing and Competitive Tendering Policy.
- 3.2 Where expenses are incurred PDET supports the principle that employees must be fully reimbursed for properly authorised expenses (which includes travel and subsistence), incurred whilst on Trust / academy business. However, the Policy is not intended to over compensate employees and individuals have a responsibility to ensure not only that claims are reasonable, but also that the claims are reimbursement of expenditure incurred. Employees should, therefore, be aware that, in addition to being a good employer, PDET has financial responsibilities as a publicly funded education charity.
- 3.3 PDET's expenditure on travelling and subsistence must be carefully controlled and monitored and the most cost-effective means of travel and subsistence should be used, wherever possible, except in emergencies or in exceptional circumstances.
- 3.4 Comprehensive, well documented, systems must be established within the Trust to ensure that all expenses claims are:
- pre-authorised;
 - properly checked;
 - recorded and monitored,
 - contain sufficient detail; and
 - Supported by receipts.

to enable them to be easily and precisely monitored and audited.

- 3.5 Headteachers and the Director of Business and Finance Operations (DFB) have delegated authority to approve expenses claims, subject to their being satisfied that the criteria for eligibility has been met.

3.6 Headteacher expenses must be approved by PDET's Chief Executive Officer (CEO).

4. Headteachers' and DFB's responsibilities

- 4.1 Headteachers / DFB must give consideration to what expenditure would normally be incurred and, where possible, guidance should be given to employees before they incur expenditure. If there is no apparent need to incur additional expenditures payment may be refused, after due clarification with the employee. Apparent need to incur additional expenditures includes unnecessary use of personal payment methods where the purchase could have been made using approved purchasing methods.
- 4.2 In authorising claims, Headteachers / DFB are accepting that additional expenses were incurred or that the reasons given for the expenditure were unavoidable.
- 4.3 The need for any clarification should not unduly delay the processing of expense claims.

5. Employees' responsibilities

- 5.1 Employees are responsible for ensuring that all the necessary approvals have been obtained, procedures have been followed and documentation has been fully completed, in accordance with procedures, **prior** to the event for which the claim is being submitted.
- 5.2 Failure to do so may result in non-payment of the expenses.
- 5.3 An explanation of the reasons for making the claim must be provided, together with receipts.
- 5.4 Employees are responsible for certifying that additional expenditure has been incurred and, if so, for producing appropriate receipts.
- 5.5 Employees making claims for expenses should use the appropriate form – see paragraph 18 below. The form is available from each academy office or the central team office. Expenses claim forms are to be submitted promptly at the end of each month, for payment at the end of the following month.

6. Travelling – general

- 6.1 In the case of mileage claims full details of each trip are required so that individual journeys may be checked if necessary.

- 6.2 Mileage is paid at 45 pence per mile. This figure will be reviewed and the policy updated whenever necessary.
- 6.3 In the interests of economy, all modes of transport should be considered. For example, if there are a number of employees travelling to one venue at the same time, car share is likely to be the most economical mode of transport. Alternatively, it may be more cost effective to hire a minibus or coach, in some circumstances, than to pay for public transport or to submit a claim for mileage.
- 6.4 In general, all travelling undertaken must be via the most economical route at the lowest possible expense to the Trust / academy, other than in exceptional circumstances when authorised by the Headteacher / DFB or in unforeseen or emergency situations.
- 6.5 To determine whether it would be advantageous, the following criteria should be used:-
- 6.5.1 Financial savings – involves comparing the cost of paying mileage allowances with costs of rail fare, additional bus or taxi fares and any extra subsistence payable that would not have been necessary if the journey had been undertaken by car, eg overnight accommodation and subsistence.
 - 6.5.2 Accessibility of venue – whether it is possible to undertake the full journey by public transport.
 - 6.5.3 Additional time spent in the office – for example, where the use of a car means an employee can spend substantially more time in the office and the Headteacher / DFB considers that to be beneficial.
 - 6.5.4 Transportation of equipment etc. – where heavy equipment is being carried and it would be unreasonable to expect employees to use public transport.
- 6.6 Car parking fees and bridge / road tolls are payable in addition to mileage allowances, providing vouchers / receipts are obtained and submitted with the claim.

7. Meal expenses

In order to qualify for payment of meal expenses, claimants must meet all of the following criteria:

7.1 Normal Meal Arrangements

7.1.1 Normally, employees will take their meals at their place of work, at their departmental headquarters, at home or another establishment.

- 7.1.2 In all posts, employees establish 'normal meal arrangements' and no employee should be claiming subsistence expenses on a daily basis as a matter of routine, i.e. if it is normal to eat in a restaurant or canteen, the employee is following his / her normal meal arrangements and therefore cannot claim subsistence. Where their normal arrangements are not possible, due to carrying out official duties, with the authority of their Headteacher / DFB a claim for subsistence expenses may be made. The timing of a normal lunch period has no direct bearing on the entitlement to subsistence expenses. It is the nature of the meal and where it is taken that constitutes 'normal meal arrangements'.
- 7.1.3 Employees who are working overtime, and who are being paid enhanced rates for doing so, will not normally be entitled to claim for meal expenses, in addition.
- 7.1.4 Expenditure on meals which have to be taken on trains will normally be considered as reasonable, where this is outside of normal working hours.
- 7.2 Additional expenditure in relation to meals
- 7.2.1 There must have been additional expenditure. **All claims must be accompanied by supporting receipts and must not include alcoholic drinks or tips.**
- 7.2.2 Service charges which are incorporated into the receipt will be payable.
- 7.3 Unavoidable meal expenditure
- 7.3.1 Any additional meal expenditure claimed must have been unavoidable. In some circumstances claims for expenses can be reduced by organising work in such a way that the necessity to deviate from normal meal arrangements is avoided.
- 7.4 Guideline rates for individual meals are stated below:
- Breakfast – £7.50
 - Lunch – £10.00
 - Evening meal – £20.00
- 7.5 These figures will be reviewed and the policy updated whenever necessary. Receipts must be obtained for all meals and the actual cost will be reimbursed, subject to the Headteacher / DFB agreeing that the expenditure was reasonable. Headteachers / DFB will have the discretion to approve claims which exceed the guidelines shown, providing there is evidence to show that the claimant has good reason for the additional meal expenditure.

8. Overnight provision

- 8.1 Overnight stays should be booked and paid for in advance through each academy office / Trust central office.
- 8.2 If employees are staying overnight and wish to take meals at a hotel, they may do so provided that a receipt / invoice / itemised bill is obtained to allow any reimbursement to be claimed. The Headteacher / DFB must satisfy him / herself about the reasonableness of the claim for meals. The meal rates noted above apply.
- 8.3 Where necessary, for reasons of safety, employees may take meals in their hotel, even where a meal could be obtained more cheaply elsewhere.
- 8.4 Where meals are taken outside the hotel, receipts / invoices / itemised bills must be obtained. The meal rates noted above apply.
- 8.5 Private entertainment expenses will not be met by PDET; these are a matter for the employee.
- 8.6 Incidental expenses in relation to overnight stays, such as taxis to and from a conference centre, one private telephone call per night, of reasonable duration, and morning tea / coffee will be refunded by PDET. Receipts / invoices / itemised bills must be obtained.
- 8.7 The Inland Revenue requires staff incurring such expenses without receipts to keep a detailed record of their spending in support of their claim as otherwise, a taxable benefit will arise.

9. Public Transport

- 9.1 Where public transport is being used, this should normally be booked in advance, giving as much notice as possible, to ensure that the most economical fare can be achieved.
- 9.2 Travel on public transport should always be in standard accommodation. All train tickets for any journey should be ordered in advance by the academy office / Trust central office.

10. Hire cars

- 10.1 Hire cars should be used where it would be more economical to do so and should be booked in advance through the academy office / Trust central office. Hire car users receive only the cost of the hire car fuel they have paid for.

11. Car insurance

- 11.1 Employees using their own cars are personally responsible for ensuring that they have suitable insurance cover. **The motor insurance document should be endorsed to the effect that they are covered “for use on the employer’s business”** and that the insurer will cover the use of a personal private vehicle for transporting academy children. Any charge levied by the employee’s insurers for such additional cover will be the employee’s responsibility.
- 11.2 Random checks will be carried out to ensure that insurance documents comply with this policy if an employee uses their car for business purposes.

12. Travelling to a venue directly from home

- 12.1 Employees who are travelling directly from home to a venue may claim the lower of:
- the total mileage for the journey
 - the total mileage from the employee’s place of work to that destination
- 12.2 Employees who are reporting to work before and after the journey may claim the full mileage (from office to venue and return).

13. Where car mileage is not the most economical but the employee wishes to travel by car

- 13.1 Where the Headteacher / DFB decides that it would be more economical for a car user to travel by public transport, the employee may, if he / she wishes to do so, travel by car and claim the standard public transport fare, subject to the insurance requirements referred to above. If passengers are being carried, the driver may claim one (only) additional standard public transport fare. In both cases the fare claimed should be the lowest possible fare available for the specific journey, taking into account day returns and other special offers. This must be confirmed through the rail enquiry service.
- 13.2 Car parking fees may also be claimed whilst on Trust / academy business.

14. Other Expenses

- 14.1 Personal professional subscriptions for employees are the personal responsibility of those employees and will not generally be reimbursed. If a particular subscription can be demonstrated to be of sufficient benefit to the Trust, the cost may be reimbursed but would need to be agreed and authorised by the Director of Business and Finance prior to any claim being made.

14.2 Employees required to make business calls on a personal device will be reimbursed if they are able to itemise transactions on a bill and provide sufficient and appropriate evidence about the substance and necessity of the usage. Line rental and contractual charges will not be reimbursed.

15. Duties outside the United Kingdom

15.1 Employees engaged on duties outside the United Kingdom will be subject to the same principles for travel and subsistence as those within the UK; that is, actual expenditure will be reimbursed on production of receipts providing that the expenses claimed are reasonable.

15.2 Telephone calls should be made from public phone facilities, where possible.

16. Processing of claims

16.1 In order to claim approved expenses, claims must be made using the Travel, Subsistence and Expense form (Appendix A).

16.2 Forms are to be submitted promptly at the end of each month, for payment at the end of the following month.

16.3 All expenses will be paid to employees via BACS and therefore not through payroll.

16.4 Each Academy and the central office will run one Staff Expenses payment run each month.

17. What employees cannot claim expenses for

17.1 As a rule educational resources cannot be claimed for. The only departure from this is where an employee sees an effective resource for use in the classroom where delaying the purchase may result in no longer being able to obtain the items. The validity of each claim is the responsibility of the Headteacher / DFB.

17.2 Purchases of educational resources may not be made where items can be purchased without material delay using 'normal' purchasing routes.

17.3 Employees should refer to PDET's Purchasing and Competitive Tendering Policy if they need to purchase resources. Where purchasing cannot follow the 'normal' route of purchase order invoicing each academy has the use of a credit card for exceptional purchases. If a purchase is made in this way the employee takes on the risk of the purchase not being approved retrospectively and therefore, that they will not be reimbursed.

17.4 'Normal expenditure' cannot be claimed for (except in the rare occasions noted in 17.1). Employees should refer to PDET's Purchasing and Competitive Tendering Policy if they need to purchase goods or services for their academy / central office. It is not acceptable for employees to pay for these expenditures through personal means and claim back.

18. Disputes

18.1 In the event of alleged unfair treatment and / or disputes involving the amount of expenses to be reimbursed, representations should be made, in writing, to the academy Headteacher / DFB. If the issue is still not resolved, employees must use PDET's Grievance Policy to progress the matter.

18.2 Any employee found to be in breach of this Policy could be subject to disciplinary procedures.