



Trust Policy for reclaim of business travel and expenses

Policy Code:	F1
Policy Start Date:	September 2016
Policy Review Date:	September 2018

Please read this policy in conjunction with the documents and policies listed below:

- HS3 Transport and Vehicles Policy
- Trust Scheme of Delegated Authority
- Finance Manual
- Travel and expenses claim form



Policy Status: Approved

Policy Document

Expenses Policy
Finance

Ref. F1

Page 1 of 9

1. Policy Statement

This policy enables the Trust to monitor and control the appropriateness and reclaim of employee, staff, senior leadership and trustee business expenses. It sets out guidance on appropriate reclaim and provides clarity for definitions to ensure the policy is consistency applied and prevent misinterpretation or misunderstanding.

This policy structures scope and boundaries to reclaim in subject matter, context and value terms to support the financial and governance risk controls that are in place. The policy will also deliver some standards of reasonableness.

Reimbursement in accordance with this policy will be made for expenditure that is wholly and exclusively incurred whilst engaged on official business.

This policy does not form any part of an employee's contract of employment and may be amended at any time.

2. Responsibility and Implementation

The Policy is applicable and should be adhered to by all staff within the Trust it applies. The policy also applies to consultants and sub-contractors where there is no provision or policy in their current contracts

- It is the responsibility of the claimant:
 - *to make claims for expenses that meet this criteria*
 - *that claims are within the limits set out in this policy*
- It is responsibility of the person authorising the claim:
 - *to review the claim against the policy requirements*
 - *to confirm all requirements are met*
 - *to approve the reasonableness of the expenditure*
 - *to approve the reasons for the expenditure as justifiable and incurred in the course of business*
 - *to ensure all relevant paperwork is attached to the claim including mileage forms, VAT receipts. Receipts can include other non-claimed items, however claimed items must be made clear on the receipt*
- Limits within this policy will apply to all staff.



Policy Status: Approved

Policy Document

Expenses Policy
Finance

Ref. F1

Page 2 of 9

3. Policy Details

Claiming Expenses

3.1 Approvals

Refer to the current Delegated Levels of Authority
Summarised below as at September 2016
In all and any case- the claimant cannot be the approver.

<i>Claims are approved as set out below.</i>		
Expense Claim	Approval	Approval (in absence)
Staff Consultant/sub-contractor	Relevant budget holder/s & Finance team member	Relevant budget holder/s +1 &/or alternative Finance team member
Academy Senior Leadership Teams	Head (Finance to administer claim)	CEO
Directors, Heads and Federation Senior Leadership Team	CEO	CFO
CEO/CFO	Chair of the Trustees	Chair of the Finance Committee
Trustees	Alternative Trustee	N/A

Where the budget holder is **not** the line manager or wholly responsible for the management of the claimant, the budget holder must inform and provide a copy of the detail of the expense claim to the line manager or person responsible for the employment so that they may manage their team effectively.

The Budget holder's responsibility in approving is to ensure: that the expense adheres to this policy, that the expense is business related and approves the nature of the claim.

The Finance Team member's responsibility in approving is to ensure: all appropriate forms and receipts are included, the values calculate correctly and the claim is complete administratively.



Policy Status: Approved

Policy Document

Expenses Policy
Finance

Ref. F1

Page 3 of 9

3.2 Where and how to claim

Prior to any booking for training or development, a Development form needs to be completed and submitted to the relevant department, either the Human Resources Department or the CPD co-ordinator as appropriate.

The claim form attached needs to be completed and submitted for approval, using the current travel and expenses claim form.

Expense claims must be submitted within 3 months of the expenditure incurring.

Claims should not only indicate the items or services provided, but also indicate the purpose of the purchase or event to which it relates. A receipt should accompany every expense claim.

On vatable applicable expense, VAT receipts must be attached to expense claims, the only exceptions being travel by public transport and cabs, where VAT receipts are not normally produced but should be requested.

If VAT receipts are not attached to a claim where appropriate, no payment will be made other than exceptional circumstances, and the reason for the lack of attaching a receipt must be stated on the claim (e.g. wallet stolen).

“Points” and rewards generated from loyalty cards are allowable as long as the value is well below the HMRC limit for trivial benefit in kind and must not influence the decisions made in the procurement process.
<https://www.gov.uk/government/publications/income-tax-exemption-for-trivial-benefits-in-kind/income-tax-statutory-exemption-for-trivial-benefits-in-kind>

3.3 Allowable Expenses

The following table identifies all anticipated business expenses that employees might incur, though provision is made in the final line for anything that has not been considered.

Expense	Comments	Limits
a) Travel	All travel should be by economy class where possible. Travel by higher class may be agreed at the Managers discretion in exceptional and justifiable circumstances (e.g., health and safety etc.)	



Policy Status: Approved

Policy Document

Expenses Policy

Ref. F1

Page 4 of 9

Finance

	<p>Employees should purchase tickets as far in advance as possible, to benefit from the lower rates that generally apply for early bookings.</p> <p>Employees may not claim for the cost of travel for any part of the journey between home and normal place of employment; with the exception of any field based staff.</p> <p>All travel, flights, hotel bookings should be made in good timely order, where possible, through the PA or Federation administrator. Where a credit card is required to book, the booking must be made through the Finance Team.</p> <p>This will ensure the most competitive rates are secured.</p>	
b) Rail	<p>If eligible, staff should use Railcards or any other discount card that they are entitled to.</p>	Standard Class
c) Air	<p>Air travel should be authorised in advance.</p> <p>If a Low Cost Airline solution is not available or preferable, Management approval is required for booking authorisation.</p>	Standard Class Low Cost Airline
d) Taxis and Minicabs	<p>Taxis and minicabs can be used at the discretion of the appropriate Manager</p> <p>Receipt must be requested</p> <p>A more economical alternative (public transport) should be used where available</p>	Actual costs
e) Private Vehicles	<p>Post code or address for the start and end destinations must be included on claim forms.</p> <p>Claims will be upheld for mileage calculated as the shortest route on the RAC planner: http://www.rac.co.uk/route-planner/mobile</p> <p>In the event that the RAC website is unavailable the aa autoroute</p>	<p>Current prevailing HMRC rate:</p> <p><10,000 miles 45p >10,000 miles 25p</p> <p>Link: http://www.hmrc.gov.uk/party/exb/a-z/m/mileage-expenses.htm#x1</p>



Policy Status: Approved

Policy Document

Expenses Policy

Ref. F1

Page 5 of 9

Finance

	<p>can be used instead. http://www.theaa.com/route-planner/index.jsp</p> <p>All mileage claims must be in line with HMRC guidance and normal commuting distance is not claimable unless the employee contract is field based.</p> <p>Employees are responsible for having adequate insurance cover for business use.</p> <p>Employees must be legally entitled to drive and have a legally valid driving licence that can be presented on request.</p> <p>If an employee loses their legal entitlement to drive and need to do so for business purposes, they must notify their manager as soon as possible</p>	
f) Car Hire	<p>This may be agreed in advance where it is considered to be more cost effective, e.g. where it enables more than one employee to travel together.</p>	Actual costs
g) Car Parking & Congestion Charge	<p>These costs will be reimbursed when incurred on official business.</p> <p>Excess parking charges will be reimbursed if reasonable care was taken to pre-pay for the length time the event was expected to take.</p> <p>Parking tickets will not be covered in other circumstances.</p> <p>Receipts must be provided where possible</p>	Actual costs



Policy Status: Approved

Policy Document
Expenses Policy
Finance

Ref. F1

Page 6 of 9

<p>h) MEALS</p>	<p>Employees may claim for the reasonable cost of meals purchased whilst away from home or home office on official business. Only Actual cost can be claimed and receipts must be provided.</p> <p>Breakfast may be claimed when leaving home on a trip prior to 6am.</p> <p>Lunch may be claimed it you are travelling between 12noon and 1.30pm.</p> <p>Dinner can be claimed if you return home from a trip after 6.45pm.</p> <p>Reasonableness is assessed against the benchmark listed.</p> <p>Alcohol is not claimable.</p>	<p>Benchmark p/p: Breakfast <£5 Lunch <£5 Dinner <£20</p> <p>Maximum Limits p/p: Breakfast <£10 Lunch <£15 Dinner <£20</p>
<p>i) ACCOMMODATION</p>	<p>Accommodation may be required in exceptional circumstances</p> <p>Approval (in line with the DLAs) must be obtained prior to booking.</p> <p>Accommodation must be economy/standard class</p> <p>Hotels should be booked using methods that obtain the best rate and are value for money in the location.</p> <p>All travel, flights, hotel bookings should be made in good timely order, where possible.</p>	<p>Standard Class (Premier Inn etc.)</p> <p>Most competitive rate available</p>



Policy Status: Approved

Policy Document

Expenses Policy

Ref. F1

Page 7 of 9

Finance

<p>j) PROFESSIONAL SUBSCRIPTIONS</p>	<p>At their Managers discretion we will contribute in whole or in part to an employee's relevant professional subscriptions. The subscription must be required for the employees role and must adhere to the HMRC list of professional bodies approved for tax relief to avoid Benefit in Kind Tax liability</p>	<p>Actual cost (whole or part)</p> <p>HMRC subscription listing: https://www.gov.uk/government/publications/professional-bodies-approved-for-tax-relief-list-3/approved-professional-organisations-and-learned-societies</p>
<p>k) COMPANY VEHICLES</p>	<p>Smoking in company vehicles is a criminal offence</p> <p>All usage should be adhere to HS3 Transport and Vehicles Policy</p>	
<p>l) KEY FUEL CARD</p>	<p>Company vehicle fuel purchases must be made on the Company fuel Card unless there are exceptional circumstances where it can be claimed as an expense together with a mileage report.</p> <p>Fuel card receipts must be obtained and handed to the finance office.</p> <p>Claims will be audited annually</p>	<p>Actual cost</p>
<p>m) LANDLINE / BROADBAND</p>	<p>No claims will be paid in respect of home Landline or Broadband reimbursement</p>	<p>None</p>
<p>n) STUDY</p>	<p>At their Managers discretion we will contribute in whole or in part to an employee's relevant professional training and study programs only when a Trust approved study policy is published to control fairness and relevance</p> <p>General and mandatory training programs will be available and</p>	<p>Actual cost (whole or part)</p> <p><i>In compliance with Study Policy/ies</i></p>



Policy Status: Approved

Policy Document

Expenses Policy

Ref. F1

Page 8 of 9

Finance

	costed directly to the business with any associated travel and expenses claimable through the standard processes listed here.	
o) ITEMS NOT COVERED BY THIS POLICY	<p>Reimbursement will be at discretion of the Manager/Approver.</p> <p>All items so approved must be subsequently advised to the Chief Financial Officer, so that consideration can be given to updating this policy.</p> <p>Trustee's expenses will be paid in line with this policy in the absence of any over-riding regulatory requirement or policy.</p>	Reasonable costs
p) EXPENSES IN RELATION TO FUNCTIONS, EVENTS AND PARTIES	<p>The most senior person present at a group function or event is responsible for reclaiming that business expense. No other expense claim will be allowable.</p> <p>Alcohol is not claimable except for use in some Prom or Event income generating activities. If you have any queries, please refer to the CFO.</p>	Reasonable costs

Abuse of this policy may result in disciplinary action being undertaken in line with the Trust's Disciplinary Policy

4. Policy changes

This policy may only be amended or withdrawn by The Priory Federation of Academies Trust



Policy Status: Approved

Policy Document
Expenses Policy
Finance

Ref. F1

Page 9 of 9

The Priory Federation of Academies Trust Trust Policy for reclaim of business travel and expenses

This Policy has been approved by the Priory Federation of Academies Trust's Finance Committee

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.