

2019 -2021

Potential in Everyone Academy Trust
CEO – David Whitehead



Staff Expenses Policy

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|------------------------|---|
| Committee | Board of Directors |
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| Author | Linda Lucas |
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| Signature |  |
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| Associated Documentation | |
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| Trust Anti-Fraud and Corruption Policy | |
| Discipline and Conduct Policy | |
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Part A – Policy

1. Policy Statement

All Potential in Everyone Academy Trust employees have a responsibility to protect the assets of the Trust. This policy is intended to provide employees with detailed guidance on the correct procedures to follow when claiming travel and subsistence expenses.

The principle of this policy is to ensure that employees continue to be reimbursed for all necessary expenditure wholly exclusively and reasonably incurred in the performance of their Trust duties. The basis of expense claims will be actual expenditure up to limits as specified in the policy; limits will be reviewed annually. Employees must pay for their personal expenses and claim them in accordance with this policy.

All expenses must be agreed in advance with Headteacher (school staff) or Central Team Line Manager (central staff). Details of expenses claimed should be submitted on the Trust Staff Expenses Claim Form (Appendix A) with accompanying receipts. Expense claims must be signed by both the Employee and their Headteacher (school staff) or Central Team Line Manager (central staff).

Original receipts must accompany all claims. Credit card slips or statements will not be accepted as evidence of business expenditure unless prior authorisation is given by the Trust Finance Manager. If there is no receipt available for a claim, then the expenditure can only be reclaimed provided authorisation is received from the Trust Finance Manager. A VAT receipt must include the name and address of retailer, the retailers VAT registration number, the date of the purchase, details of what goods and/or services have been purchased and the VAT inclusive value of those goods in sterling.

The Trust reserves the right to withhold payment of expenses that are not submitted within three months after the date incurred. Expenses submitted more than three months after the date incurred will not be reimbursed unless specifically approved by the Trust Business Manager or a Trust Director.

Subject to compliance with the above, employees will be reimbursed with their next salary payment in full for any authorised expenditure which has been reasonably and necessarily incurred on behalf of the Trust.

The Trust respects employees' personal integrity and expects that expense forms will be completed honestly, accurately and promptly.

Expenses will be reimbursed at the prevailing rates in accordance with the current HMRC Rules.

Subsistence claims should be for the actual amount spent, up to the maximum allowed. If employees need to spend above the maximum, for example at a conference or meeting, they must agree this with the Trust Finance Manager in advance of submitting an expense claim.

2. Scope of the policy

This Policy and Procedure applies to all current Employees of Potential in Everyone Academy Trust.

3. Adoption Arrangements and Date

This policy procedure was adopted by the Board of Directors of Potential in Everyone Academy Trust on 12 July 2019 and supersedes any previous Trust or local policies.

4. Review of the Policy

This policy will be reviewed by the Board of Directors every two years or earlier if there is a need.

5. Responsibilities of the Trust

- To reimburse employees for all necessary expenditure reasonably incurred in the performance of their Trust duties
- To ensure staff expense claims are made in line with this policy

6. Responsibilities of Employees

- To consider the most cost-effective method of keeping expense claims to a minimum.
- To ensure their own private vehicle is adequately insured for business use and provide Trust HR with a valid copy of their current insurance certificate which specifies the employee is insured for business use prior to incurring any business mileage.

- To agree all expenses in advance with Headteacher (school staff) or Central Team Line Manager (central staff)
- To submit claims on Trust Staff Expenses Claim Form (appendix A)
- To submit original VAT receipts with expense claims
- To agree in advance with Trust Finance Manager any claims where original VAT receipts are not available.
- To submit authorised claims to Trust HR in a timely manner

Part B – Process

The Trust will reimburse employees for all reasonable expenses necessarily incurred in the performance of their duties, such as mileage, car parking and public transport fares. Consideration must always be given to the most practical and cost-effective method of travel. All reimbursement claims will be paid via the payroll system.

All claims must be made via the claim form which can be obtained in Excel format from the Trust Central Office (appendix A)

7. Travel

Wherever practicable video/telephone conferencing facilities should be used as an alternative to travel. The overriding consideration in planning any journey is the balance between least costs and convenience.

Transport

Public transport is The Trust's preferred method of transport where train or bus fare, along with any required taxi or tube fares will be significantly less than the cost incurred for mileage if travelling by car.

Claims for travel expenses should be for the standard rail fare or bus fare unless specifically authorised in advance by the Trust Finance Manager when the journey is necessarily to be used for working/meeting.

Rail Travel

First class rail travel is only permitted where the employee can demonstrate to the authorising manager that it is the cheapest ticketing option of all available tickets. Where first class travel is authorised this needs to be detailed on the expenses claim form with supporting evidence e.g. email. Should an employee choose to travel first class which has not been authorised they may do so but will only be reimbursed for the standard fare amount.

Employees are requested to travel by standard fare public transport where at all possible. Significant savings can be made by specifying outward and return journeys and by booking in advance.

Mini cabs and Black Taxis

Minicabs or taxis can be taken for business purposes if it is the most cost-effective means of transport. A destination must be specified for all bookings. Black taxis are more expensive than minicabs and they should only be booked as a last resort.

When travelling by taxi, a receipt must be obtained from the driver. Where possible, the employee should obtain prior (written) approval from an approved signatory before using a taxi. Travel by taxi should be kept to a minimum and normally only under the following circumstances:

- Where heavy baggage or equipment is being transported
- Where no public transport is available
- When an employee has a temporary or permanent mobility issue which prevents them from using public transport
- Where personal security is an issue

Air

Where it is the most cost-effective method of travel, employees may travel by air. Before booking any air travel colleagues should obtain prior approval from the Headteacher (or Trust Business Manager for centrally based non-teaching staff) who, if they approve, will put this in writing to the employee. Only with this written agreement can colleagues then purchase the ticket. Employees will be expected to travel economy class.

8. Driving

Insurance

Employees must ensure that their own private vehicle is adequately insured for business use, as the driver is personally liable for any incident. All employees claiming mileage must initially register their car with Trust HR and provide a valid copy of their current insurance certificate. The certificate must specify that the driver is insured for business use. The certificate will be kept on the HR file for the employee.

Road Worthiness of Private Vehicles

It is the responsibility of employees to ensure the road worthiness of their vehicle and that the vehicle meets all the requirements of the Road Traffic Act.

Mileage

Business mileage may be claimed where public transport is not possible or is not cost effective. Employees may claim a business mileage allowance in respect of any journeys they are required to undertake to attend a location other than their normal place of work.

Mileage will be paid at the HMRC current approved mileage rates, which are published on the HMRC website. The current rates are shown in Appendix B.

To claim mileage, employees must be an approved driver. Trust HR must have logged that private vehicles are adequately insured for business use (see section on insurance).

Journeys Between Home and Normal Place of Work

Employees are expected to meet the full cost of travel between their home and their normal place of work. Travel from home to the employee's normal place of work is not business travel. This will not be reimbursed under any circumstances and employees should not submit a claim for such travel.

Journeys Between Home and Temporary Place of Work

If an Employee can demonstrate that their journey from home to a temporary base (or vice versa) incurs additional travel cost, the additional cost will be reimbursed. Full details of the excess costs must be provided on the expense claim.

Claims for mileage must include the date of travel, the starting point, the destination(s) plus the return point. Claims should also detail the purpose of the journey.

Mileage will be calculated from the employees' normal place of work (as set out in their contract of employment) to the destination(s) and back to their normal place of work. This is an HMRC requirement.

If an employee travels directly from their home to a place other than the normal place of work on business, the allowance travel will be the lesser of that actually incurred and that which would be incurred if the journey had started or finished at the normal place of work. Home to work base mileage, in the event of a dispute, will be based on Google Maps.

Employees must complete the expenses claim form and keep a running total of the business mileage claimed in the nominated field

Claims up to 10,000 business miles in any one year will be paid at the HMRC rate. Where mileage claims exceed 10,000 miles in any one year then the lesser HMRC rate will be applied.

Employees are advised that there are tax implications should The Trust provide transport (or cover the costs of transport) from home to work (this includes a temporary place of employment).

When employees are aware that other employees are travelling to the same destination, every reasonable attempt should be made to car share.

Example 1

An employee lives 25 miles from their normal place of work. They travel directly from home to another Trust school to provide curriculum support. They return the same evening directly to home. The other Trust school is 55 miles from their home and 40 miles from their normal work place.

In their expenses claim they claim 2x55 miles for the round trip to the other Trust school, minus 2x25 miles for their normal home to work mileage. They claim therefore $(2 \times 55) - (2 \times 25) = 60$ miles.

Had the employee simply travelled from their work base to the other Trust school they would have claimed $2 \times 40 = 80$ miles. As they are driving rather than using public transport, they must also check that their actual mileage minus home to work mileage is less miles than travelling directly from their place of work, as they must only claim the lower mileage.

For their first 10,000 business miles claimed during the current tax year, they can claim those miles at 45p per mile. After 10,000 miles have been claimed in the current tax year, the miles are claimed at 25p per mile.

Example 2

An employee lives 25 miles from their normal place of work. They travel to their work base before travelling on to another Trust school 55 miles from their home and 40 miles from their work base.

In their expenses claim for the outward journey they simply claim the work base to the other Trust school mileage = 40 miles. On the return journey they travelled directly to their home. For the return leg they need to claim the sponsored academy to home mileage minus the home to work base mileage $55-25=30$ miles. Their total mileage claim will therefore be $40+30=70$ miles.

Example 3

An employee lives 25 miles from their normal place of work. They travel directly from home to another Trust school to provide curriculum support, by public transport. They return the same evening directly to home. The return public transport fare was £22.

In their expenses claim they can claim the £22 public transport fare. However, because they have travelled directly from home, they must first deduct the value of the home to work travel. In this case the home to work cost is calculated based on the current HMRC public transport rate of 25p per mile. The value of the home to work journey is $25p \times 50$ miles (return trip) = £12.50.

Their expenses claim will therefore be:

Actual fare – Value of Home to Work Journey

£22.00 - £12.50 = £9.50

Parking

The Trust will not pay parking costs where school/office-based employees bring their cars to their normal place of work unless the employee is required specifically to drive to work first and to attend a meeting offsite the same day (or vice versa).

Authorised parking charges will be reimbursed against the production of the relevant parking receipt and submission on an authorised expenses form.

Congestion and Toll Charges

Necessary road and bridge toll costs will be met, including the congestion charge where there is a genuine business need to incur it. No tolls or congestion charges can be claimed for travel between home and work

Employees will be reimbursed for Congestion and Toll Charges incurred subject to production of receipts. Congestion Charges will only be reimbursed at the daily rate, so the driver must ensure that payment is made before the deadline.

Fines

The Trust will not reimburse any parking, road traffic fines, congestion fines or penalties incurred as these are the personal responsibility of the employee.

Employees must pay any fines, including parking tickets incurred when using a hired vehicle for any motoring offences promptly. Failure to do so will result in the cost of the fine and administration fee being recovered directly from the driver. The Trust will not meet the cost of fines incurred by individual for motoring or parking offenses while on Trust business.

Hiring a Vehicle

Vehicles may only be rented for business purposes where it is cost effective and when public transportation and minicabs are impractical, more expensive or not available. The class of vehicle booked should be the minimum size and specification necessary to allow duties to be performed. Vehicle hire must be booked via the Trust Finance Officer

Vehicles should be returned with a full tank, as hire companies charge inflated rates for refuelling. The cost of fuel used on business can be reimbursed by submitting an appropriate receipt.

9. Accommodation

Accommodation Rates

If you have to stay away from base overnight, the Trust will pay for the cost of a standard single room with bathroom facilities.

The cost of the room should not normally exceed the following limits. These limits will be the maximum claimable, with receipts, unless there has been prior approval of your line manager after special consideration of the circumstances:

Overnight stay outside of London (and other similar destinations)

| | Cost per night (ex VAT) | Cost per night (inc VAT) |
|-------------------|-------------------------|--------------------------|
| Room Only | £75 | £90 |
| Bed and Breakfast | £85 | £102 |

Overnight stay in London (and other similar high cost destinations)

| | Cost per night (ex VAT) | Cost per night (inc VAT) |
|-------------------|-------------------------|--------------------------|
| Room Only | £150 | £180 |
| Bed and Breakfast | £166 | £200 |

Private Accommodation

In circumstances where it is economical and practical to do so the Headteacher (or Trust Business Manager for centrally based non-teaching staff) may authorise in advance, where you are more than 40 miles from home, for employees to stay in private accommodation with family and friends. An allowance of £20, including breakfast may be claimed for this.

10. Day Subsistence

Breakfast rate – the rate may be claimed if employees leave home earlier than 6am and incur the cost of breakfast taken away from their home after qualifying journey has started. Employees may claim up to £5.

If an employee usually leaves home before 6am the breakfast rate does not apply.

Late evening meal rate – the rate may be claimed where the employee has to work later than usual, finishes work after 8pm having worked their normal day and has to buy a meal before the qualifying journey ends which they would usually have at home. Employees may claim up to £15.

The breakfast and late evening meal rates are for use in exceptional circumstances only and are not intended for employees with regular early or late work patterns.

One meal rate (5-hour rate) – the rate may be claimed where the employee has been undertaking qualifying travel for a period of at least 5 hours and has incurred the cost of a meal. Employees may claim up to £5.

Two meal rate (10-hour rate) – the rate may be claimed where the employee has been undertaking qualifying travel for a period of at least 10 hours and has incurred the cost of a meal(s). Employees may claim up to £15.

These allowances can be combined up to a total of £20 in any one day. For instance, the ten hour and evening meal allowance could both apply.

The receipt for these expense claims for food/beverages cannot be food ordered for delivery to the employee's home address or purchased elsewhere and consumed at home.

When employees are on class day trip, they will follow the same meal arrangements as the pupils on the trip.

11. Overnight Subsistence

When necessarily away from base overnight, the Trust will reimburse the actual cost of relevant meals on presentation of receipts, up to the limits (including VAT and service) below. These limits take account of the fact that staff would normally incur a domestic cost for meals in any case:

| Meal | Limit (incl. VAT & Service) |
|-----------|-----------------------------|
| Breakfast | £6 |
| Lunch | £6 |
| Dinner | £16 |

Alcohol and Pay for view TV and mini fridges will not be authorised for reimbursement.

If certain meals have been provided for you, (i.e. breakfast included in the accommodation charge or location catering provided for lunch) only the other meals may be claimed.

Group Meals

If one member of a team pays a bill on behalf of other employees, details of the reason, location, names and number of the other employees must be detailed on the expenses claim form. Claiming shares of joint expenses is not permitted under any circumstances. Claims cannot exceed the number of employees multiplied by the relevant cost per head for the type of meal.

Where staff are supporting children and young people on a residential trip, bespoke arrangements will be agreed with the Headteacher as part of the trip planning.

Business Phone Calls

Where the employee does not have access to a company phone then the cost of a brief personal call home may be claimed on production of an itemised bill. The Trust will not pay phone rental charges even where these include a certain amount of free call time, will pay no rental charges. HM Revenue & Customs will only allow the Trust to reimburse the business call costs. Business calls may be claimed in the same way.

The Trust will not meet the cost of phone cards for pay as you go mobiles

12. Business Development

Any business development expenses must be approved in advance by the Trust Chair

The Trust recognises that it may be necessary to provide hospitality to business contacts from external organisations. The level of expenditure should not exceed £50 per head (including VAT and service and authorisation must be obtained in advance from the Trust Business Manager.

The cost should be met by the most senior Trust member in attendance, preferably using a Trust Corporate Card. Otherwise, it may be claimed back via submission of an authorised expense claim form with the accompanying receipts.

No expenses for alcohol will be reimbursed.

13. Eyesight Test and Glasses

Employees using Display Screen Equipment (DSE) to undertake their role are encouraged to have regular eyesight tests. Tests should normally be at two yearly intervals or as prescribed by an optician, or if the employee experiences eye strain or headaches while using DSE.

The test must include a DSE eyesight test, which is normally included within a full (long distance and reading) test. The optician must complete the Optometrists Report Form (appendix C) to confirm whether or not corrective glasses are required for DSE work.

The cost of a DSE eyesight test can be reimbursed, and if corrective glasses are needed, the cost of these and the eyesight test can be reimbursed up to a maximum of £105 inclusive. An eyesight test is approximately £25 which means the Trust will contribute approximately £80 towards the corrective glasses.

An Expenses claim form should be completed by the employee and approved by the appropriate signatory, which must include an optician's receipt for a maximum of £105 and the optometrist form duly completed by the optician.

14. Gratuities

Gratuities are treated as discretionary costs by HMRC. As such, any reimbursement is treated as a taxable benefit and, therefore, gratuities will not be reimbursed.

Service charges included within the overall cost of the meal are acceptable and will be reimbursed as part of the usual expenses claim.

15. Authorisation and Responsibility

Both the employee and Headteacher (or Trust Business Manager for centrally based non-teaching staff) must sign and date the claim form before it is submitted. Claims cannot be submitted electronically as only original signatures on the claim form are acceptable to auditors.

Authorising managers must ensure they are happy with the claim and that it complies with this policy, or reject it for correction and further information

Complete and authorised expense claims submitted to Trust HR by the 3rd day of the month will be included in that month's payroll.

Expense claims must be submitted to Trust HR by the last day of the following month in which the travel or expenditure was incurred.

It is the responsibility of the claimant to sign the claim and to ensure that the amounts claimed are justifiable, represent value for money and have the relevant receipts attached.

16. Advances for Travel Costs

Only in exceptional circumstances will advances be made to employees to assist in covering travel costs. Advances must be approved by the Headteacher or Chief Executive Officer. For employees, any offer of advance is conditional upon acceptance of a potential salary deduction.

Where advances are given, all unused funds, claim forms and receipts must be submitted to the Trust Finance Office within 10 days of the last day of travel. Any advanced funds not accounted for by receipts or returned must be reimbursed by the employee. Any advance outstanding after 30 days may be deducted from an employee's salary without prior notification.

17. Purchase of Resources

Items under the value of £10 with a valid VAT receipt purchased on behalf of the Trust and purchased in cash will be reimbursed via the Petty Cash system. Items over the value of £10 purchased will not be reimbursed. Fuel for the minibus paid in cash will be reimbursed via petty cash up to the value of £20. Any fuel purchased for the minibus in excess of £20 must be purchased via a Trust Purchase Card.

18. Misconduct

Failure to follow the Trust's Staff Expenses Policy may result in disciplinary action, including dismissal. Employees should ensure they are familiar with type of conduct which may be regarded as a breach of Trust/school rules.

Examples of behaviours which are likely to be regarded to constitute misconduct are set out in the Appendices to the Trust's Discipline and Conduct Policy. E.G. Fraud.

Allegations of misconduct will be managed in accordance with the Trust's Discipline and Conduct Policy procedure.

Appendix B: HMRC Business Mileage

The table below shows HMRC's current approved mileage rates, which are published on the HMRC website

| TYPE OF VEHICLE | FIRST 10,000 MILES | ABOVE 10,000 MILES |
|-----------------------|--------------------|--------------------|
| Cars and vans | 45p | 25p |
| Motorcycles | 24p | 24p |
| Bikes | 20p | 20p |
| Public Transport Rate | 25p | 25p |

Appendix C: Optometrist's Report Form

Display Screen Equipment Regulations (DSE)



Name of Optometrist (please print)

Address

Postcode

Telephone Number

Name of employee examined

Address

I am conversant with the standard recommended by the Association of Optometrists for Display Screen Equipment users and in my opinion, the above-named patient:

1. Does not require visual corrective appliances specifically for VDU/DSE use
2. Requires visual corrective appliances specifically for VDU/DSE use *

Contribution for corrective appliances by the Trust will only be made if box 2 is ticked.

Note: *
 Corrective appliances specifically for VDU/DSE use should only be supplied when these are necessary and when corrective appliances for any other use (such as driving, TV or reading) cannot be used. This will apply, for example, when the layout of the screen and/or documents is such that an intermediate focus is required, and the user cannot see at this distance with any other corrective appliances. If you have ticked box 2 please indicate below the lens type advised and your reasons for prescribing corrective appliances specifically for VDU/DSE use.

| Single Vision | Bifocal | Progressive | Other (Identify) |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Reason for supply:

Recommend next eyesight test in: / (delete as appropriate)

Other (please specify)

Signed

GOC Number Date

This form must be passed to your manager along with receipts for eyesight examination and/ or special corrective appliances where reimbursement is to be sought