Travel and Subsistence Expenses

General

The specific rate at which travel costs will be reimbursed for car mileage has been determined and up-to-date car mileage allowances are available from the Finance Office. All reasonable costs incurred on school business are met. Except in the case of car mileage allowance, receipts or tickets must always support claims. All claims for payment of subsistence allowances, travelling and incidental expenses shall be completed on the appropriate form and supported with receipts and vouchers. All claims must be properly certified. The certification shall be taken to mean that the journeys were authorised prior to the journeys taking place, the expenses properly and necessarily incurred, and that the allowances are properly payable by the school.

All claims will be subject to the same regulation irrespective of the source of funds.

Prior Approval

Travel, for any travel and subsistence claim, must be authorised in advance. This is particularly important and should be in writing in respect of any overseas travel.

Travel

The school minibus service should be used where available and appropriate. The school's external transport provider i.e. Addison Lee, may be used for special occasions as authorised in advance by the Headteacher.

In the event a school minibus is not available or suitable all claimants are expected to travel by public transport and to travel by standard/economy class and to take account of any special saver fares that may be available. Private cars are only to be used where the costs incurred by using private cars would be lower than the most economic form of public transport or appropriate car hire.

Other Expenses

<u>Subsistence</u>

Claimants are allowed to claim for meals taken away from home whilst engaged on school business. The amount claimed must be reasonable under the circumstances. It is acceptable for a meal taken by a group of persons to be reported on one expense claim providing that the names of all the persons concerned are clearly shown.

<u>Travel Insurance</u>

Claimants should note that the school has a travel insurance policy for all persons travelling on school business, claims for reimbursement of travel insurance will not normally be met.

<u>Gratuities</u>

It is not usual practice to reimburse tips or gratuities.

The Cost of a Spouse's travel and subsistence

The school will only reimburse the cost of travel for its own employees/members/directors when engaged on school business.

Entertainment and alcohol

It is not usual practice to reimburse ad hoc entertainment costs and the school will not reimburse for alcohol expenses.

Governors

Members and Directors may claim reasonable out-of-pocket expenses in relation to attending meetings and generally, carrying out their duties as governors. This includes childminding and disability support related costs. Such costs must be authorised by the Headteacher.

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Next Review: Summer 2027