

FINHAM PARK MULTI ACADEMY TRUST



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TRAVEL & REIMBURSEMENT SCHEME **POLICY**



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1. Policy Statement

1.1 The objectives of the scheme are to:

- a) provide a single scheme for travel and reimbursement applied to all employees of Finham Park Multi Academy Trust;
- b) facilitate employees recovering personal expenditure properly incurred in connection with travel on Finham Park Multi Academy Trust business;
- c) be fair and equitable;
- d) be properly accountable in terms of probity and audit;
- e) have full regard for income tax regulations.

1.2 The principles of the scheme are:

- a) the scheme covers all types of travel and reimbursement costs incurred on Trust business, excluding normal travel to and from place of work;
- b) the scheme does not apply to employees who incur additional expenditure as a result of their place of work having moved following reorganisation;
- c) the use of public transport is encouraged, whenever possible
- d) reimbursement of employees for use of public transport will normally be at standard class rates;
- e) reimbursement will be against actual expenditure incurred up to specified maximum (dependent upon type of expense claimed - see below) and against fully itemised receipts;
- f) Payments for travel and subsistence can be made via the Trust's business card or depending on the type of travel, an order can be placed through the normal ordering system. Where an employee has paid for travel and subsistence themselves then claims must be made through the Trust's payment system. Payments can also be made from "petty cash" providing the total cost is below £10.00
- g) All travel and subsistence claims must be submitted for payment within 90 days of the expense being incurred.
- h) Employees should also arrange for the prebooking of appropriate travel, accommodation, traveller's cheques, currency etc through the Finance Office.
- i) To elevate significant cash flow problems for employees, advanced payments can be provided for staff. Reconciliations and evidence will need to be supplied by employees to ensure the Trust is provided with sufficient paperwork.
- j) Abuse of the scheme or fraudulent claims will lead to disciplinary action being taken and, if proven, dismissal.



- 1) The use of public transport should be the first choice where it is more economical in time and resources. This is particularly the case for out of town journeys e.g. to destinations in the West Midlands and those on direct rail routes, e.g. Manchester and London.

2. Mileage Rates

2.1 Private Car and Private Motor Cycle

Where a privately owned car or motor cycle is used for authorised trust business, reimbursement will be within the PAYE dispensation granted by the HM Revenue and Customs. The mileage rates up to 10,000 miles are currently

- a) Private Car 45p per mile
- b) Private Motor Cycle 24p per mile

2.2 Private Bicycle

Where a privately owned bicycle is used for authorised trust business reimbursement will be on the basis of 20p per mile within the PAYE dispensation granted by the HM Revenue and Customs.

- 2.3 All mileage rates will be reviewed and revised annually in accordance with the HM Revenue and Customs approved rates and in consultation with recognised trade unions.

- 2.4 Where employees are claiming mileage on journeys made from and/or to home, the normal home to work/work to home mileage should be deducted from the total mileage.

- 2.5 Where employees are claiming mileage and travel to several locations in the same day, an accurate log of all destinations must be recorded to meet audit requirements.

- 2.6 In special circumstances, where an extra journey may be necessary between home and office for official duties outside the employee's normal hours of work, e.g. emergency work in the evenings, car allowance for the home to office journey may be claimed. The journey must be approved by the line manager and for those employees living outside the city boundary, a maximum payment of 15 miles each way may be made. All home to work or work to home journeys claimed are subject to the deduction of tax and national insurance contributions. These journeys should be claimed on the Taxable Journeys Claim Form, available from the Finance Office.

- 2.7 Where employees are carrying passenger(s) for the purpose of an official journey, reimbursement will be on the basis of 3p per mile for each passenger carried. The passengers must be employees and they must also be travelling on business journeys.

2.8 Car Parking

Reasonable receipted car parking charges will be reimbursed for employees incurring additional expenditure on car parking owing to travel on trust business.

2.9 Fees for use of Toll Roads and Bridges

Fees for use of a Toll road or bridge will be reimbursed where appropriate against a receipt.



2.10 Congestion Charge

A congestion charge will be reimbursed where appropriate. The Charge will only be reimbursed against a receipt where use of public transport is not an option.

3. Bus Fares

- 3.1 Reimbursement of bus fares will be made through the trust's petty cash system, and only then upon production of relevant tickets. Where personal bus passes have been used for business travel reimbursement will not be made – this is on the basis of there being no additional expenditure for the employee.
- 3.2 Bus passes can be provided if this is a cheaper arrangement provided that the pass is used exclusively for business purposes.

4. Taxi Fares

- 4.1 Reimbursement of taxi fares will be based on fully itemised receipted expenditure, and claimed through the trust's petty cash system. If a taxi can be pre-booked, then the trust's business card can be used to place an order with a supplier
- 4.2 Taxis should normally only be used in cases of urgency, where shared use provides economy, where no public transport is reasonably available or to ensure safety and welfare of employees travelling alone.
- 4.3 Use of taxis on travel overseas is more acceptable, however reimbursement will remain on the basis of itemised, receipted expenditure.

5. Rail Fares

- 5.1 Employees are required to use the most economical class of rail travel. In general terms this will be standard class, other than in exceptional circumstances. The cost of first class rail travel will only be met with the prior written approval of the Headteacher following submission of detailed justification.
- 5.2 Where possible travel should take place at 'off-peak' times to obtain the most economical rail fares. Wherever possible, travel and seats should be booked in advance to enable work to be undertaken during journeys and obtain economical rates.
- 5.3 The trust's purchasing card is the most cost effective means for the employee to pay for rail travel. Where the employee does not have access to a purchasing card, either their own or a cardholder purchasing travel on their behalf, then the cost of travel will need to be claimed via the Finance Office, upon production of receipted expenditure.
- 5.4 Where personal rail cards are used for business travel reimbursement will not occur – this is on the basis of there being no additional expenditure for the employee.

6. Air Travel

- 6.1 Approval for air travel on domestic flights will be subject to economy of time and expenditure. Domestic flights must be economy class only. Prior written approval for air travel on domestic flights must be given by the Headteacher.



FINHAM PARK
MULTI ACADEMY TRUST

6.2 Air travel will be economy class. Business class may be authorised by the Headteacher exceptionally when an employee is required to attend a meeting on the day of arrival at the destination and preparation is to be undertaken during the journey.

6.3 Air miles should not be accumulated on Trust business travel

6.4 The Trust's purchasing card is the most cost effective means for the employee to pay for air travel. Where the employee does not have access to a purchasing card, either their own or a cardholder purchasing travel on their behalf, then the cost of travel will need to be claimed via the Finance Office, upon production of receipted expenditure

7. Car Hire

7.1 Car hire may be economical for travel in the UK.

This should be agreed with the employee's line manager on an exceptional basis in the UK but may be cost effective if a number of employees need transport together. Car hire linked to air travel should be booked through the selected company dealing with the air travel.

7.2 Proposals for car hire must be prepared by the employee and submitted for authorisation and approval by the budget holder, prior to a booking being confirmed.

8. Reimbursement of Expenditure

8.1 Wherever possible travel and accommodation should be booked in advance. Reimbursement of expenditure on meals and overnight accommodation will be based on fully itemised receipted expenditure only.

8.2 Payments for meals will only be made where employees are prevented from taking their meal at their home or main place of work (and they are at least 10 miles from their main place of work).

8.3 Where it is necessary to purchase meals during periods of absence which include residence in a hotel, reimbursement of receipted expenditure will be approved for set meals in the hotel, where alternative venues for purchasing meals at a more reasonable rate are not easily available. Similarly, where no alternative is available, refreshments purchased during rail travel will be reimbursed subject to itemised receipted expenditure and claimed via global expenses.

8.4 The Headteacher has the discretion to authorise expenditure where it has been justified and approved in writing in advance.

8.6 For overseas travel, the Headteacher has the discretion to authorise expenditure to reasonable limits, predetermined in writing by the Headteacher and dependent upon the specific circumstances.

8.7 Fully itemised receipts must be submitted with claims for reimbursement via the Finance Office.

9. Miscellaneous Expenditure

9.1 Miscellaneous expenditure, for example reasonable telephone calls home whilst out of town, essential laundry bills, will be reimbursed subject to approval by the Headteacher. Itemised receipts must be submitted.

9.2 Where exceptional circumstances occur which necessitate otherwise unexpected expenditure, eg late



FINHAM PARK
MULTI ACADEMY TRUST

arrival at destination or illness during a period out of town necessitating room service, itemised receipted expenditure will be reimbursed, through the Finance Office.

9.3 Expenditure on newspapers, hire of videos and use of minibars will not be reimbursed.

10. Courses/Conference Expenditure

10.1 For approved attendance at external courses and conferences normally the cost for meals and accommodation will be replaced by the standard all inclusive rates of the course/conference. Reimbursement for meals during period of travel will be subject to paragraph 8.2 above.

11. Advance Allowance

11.1 For periods of travel abroad an appropriate advance payment may be made subject to written approval by the Business Manager, to an employee in the form of bank transfer and foreign currency when meals and/or accommodation are not pre-booked. Employees must submit fully itemised receipts to account for expenditure against advance payment allowance on return.

11.2 Wherever possible travel and accommodation should be prebooked. Only in exceptional circumstances will an advance payment be made for travel within Great Britain. All advance payments are subject to approval by the Business Manager. Employees must submit fully itemised receipts to account for expenditure against advance payments.

11.3 Any outstanding balance from advance payments must be surrendered on the employee's return to work, together with itemised receipted expenditure

12. Extending Periods of Business Travel for Personal Reasons

12.1 Prior written approval from the Headteacher must be obtained if an employee wishes to:

a) combine a holiday with business travel;

b) be accompanied on business travel, eg by a spouse, partner, dependant, etc.

12.2 Finham Park Trust must bear no extra cost and the business purpose of the visit must not, in any way, be impaired.

12.3 Economy travel and economical accommodation must always be used for the period of business travel.

12.4 Any additional costs incurred for an extended stay or an employee being accompanied by a partner, etc, must be transparent, declared and paid for in advance. There must be no hidden element (caused, for instance, by a 'two for the price of one' deal – in such a case the employee will be required to meet 50% of the cost).



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Written	November 2012
Revised by R Canning	November 2018
Next review date	November 2021

Approved by Trustees:

Signed:

MARK BAILIE
Executive Headteacher

Date: 26.03.2019

Signed:

PETER BURNS MBE
Chair of Board of Trustees

Date: 26.03.2019