



Staff Expenses and Overseas Travel Policy

March 2020

Contents

- 1 Introduction
- 2 Reimbursement of Expenses
- 3 Travel Expenses
- 4 Accommodation and Other Overnight Expenses

ANNEX I Expenses Claim Form

Trust Mission Statement

We are a partnership of Catholic schools and our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.

We will achieve this by:

- Placing the life and teachings of Jesus Christ at the centre of all that we do
- Following the example of Our Lady of Lourdes by nurturing everyone so that we can all make the most of our God given talents
- Working together so that we can all achieve our full potential, deepen our faith and know that God loves us
 - Being an example of healing, compassion and support for the most vulnerable in our society

1 Corinthians 14: 40 (GNT)

Everything must be done in a proper and orderly way

I. Introduction

- I.1 This policy sets out the Our Lady of Lourdes Catholic Multi-Academy Trust's rules on how employees can claim for expenses incurred in the performance of their duties for the Our Lady of Lourdes Catholic Multi-Academy Trust
- I.2 The purpose of this policy is to ensure that employees are properly reimbursed for legitimate business expenses and to ensure that these expenses are treated appropriately for tax purposes.

Reimbursement of expenses

- I.3 We will reimburse expenses properly incurred in accordance with this policy. Any attempt to claim expenses in breach of this policy may result in disciplinary action. We will reimburse expenses for actual expenditure that is incurred wholly and exclusively in connection with authorised duties that you undertake in the course of your employment.
- I.4 All expenses need to be authorised before they are incurred. The table below details the relevant authoriser for each member of staff:

Member of Staff	Authoriser
School based staff	Headteacher
Headteacher	CEO, Finance Director or Chair of Local Governing Body
Central trust staff	Finance Director
Trust executive team	CEO
CEO	Chair of the Trust

- I.5 Expenses will only be reimbursed if they are:
- claimed using the Our Lady of Lourdes expenses claim form available electronically or in hard format from the school/Trust office. This must be completed and signed and submitted to your line manager for initial approval and passed to the appropriate authoriser for final approval.
 - submitted within 90 calendar days of being incurred;
 - supported by relevant documents including original VAT receipts, tickets and credit or debit card slips; and
 - where required, authorised in accordance with instructions in force at the time the expense was incurred.

- I.6 Claims for authorised expenses submitted in accordance with this policy will be paid directly into your nominated bank/building society account.
- I.7 Any questions about the reimbursement of expenses should be put to the Our Lady of Lourdes central finance team before you incur the relevant costs.

Travel expenses

- I.8 We will reimburse the reasonable cost of necessary travel in connection with our business. The most economic means of travel should be chosen wherever practicable and possible, using existing travel cards or season tickets if available. The following are not treated as travel in connection with our business:
- travel between your home and usual place of work;
 - travel which is mainly for your own purposes; and
 - travel which, while undertaken on our behalf, is similar or equivalent to travel between your home and your usual place of work.
- I.9 **Trains:** You will only be reimbursed for the cost of standard class travel. It is our preference that rail journeys should be booked by the school/Trust office using one of the school's Multi-pay cards. Where possible, rail journeys should be booked well in advance to benefit from discounts for early booking. A receipt should be obtained for submission with an expenses claim form.
- I.10 **Taxis:** We do not expect you to take a taxi when there is public transport that would not greatly increase your journey time. However, when this is not the case, or the number of staff travelling together make it cost effective to do so, you can travel by taxi. A receipt should be obtained for submission with an expenses claim form.
- I.11 **Car:** Where it is cost effective for you to use your car for business travel, and you have been authorised to do so, you can claim a mileage allowance on proof of mileage in accordance with the current mileage rates authorised by HM Revenue & Customs. Details of the current mileage rates can be obtained from the Our Lady of Lourdes central finance team. You can also claim for any necessary parking costs which need to be supported by a receipt or the display ticket.
- I.12 **Air travel:** If you are required to travel by plane in the course of your duties you should discuss travel arrangements with the Headteacher and Finance Director well in advance. Where possible, arrangements will be made by the school office/ Our Lady of Lourdes central finance team on your behalf but where this is not possible you will be advised of the documentation that you will need to submit to reclaim expenses.
- I.13 We will not reimburse any penalty fares or parking fines that you may incur while travelling on our business.

Accommodation and other overnight expenses

- I.14 If you are required to stay away overnight in the course of your duties you should discuss accommodation arrangements with the Our Lady of Lourdes central finance team in advance. Where possible, arrangements will be made by the school office Our Lady of Lourdes central finance team on your behalf, but where this is not possible you will be advised of the documentation that you will need to submit to reclaim expenses.
- I.15 When you are required to stay away overnight in the course of your duties, to the extent that these are not included in the cost of accommodation, we will reimburse your reasonable out-of-pocket expenses provided they are supported by receipts for the following:
- breakfast up to a maximum of £6.55 a day;
 - lunch and an evening meal (including non-alcoholic drinks); up to £9.03 a day for lunch, £11.20 a day for an evening meal;
 - a flat rate allowance of £5 for each night spent away from home for incidental expenses.
- I.16 For the avoidance of any doubt, when the cost of attending an event (such as a conference) involving an overnight stay includes the cost of accommodation and/or meals, additional claims under this policy should not be made for those items.

Review of policy

- I.17 This policy is reviewed annually by the Our Lady of Lourdes Catholic Multi-Academy Trust. We will monitor the application and outcomes of this policy to ensure it is working effectively.

Date Issued	April 2020
Date of Review	April 2021
Reviewer	Finance and Estates Committee
Author	Browne Jacobson template – edited by Daniel Moore