

# Travel and Subsistence Policy

**RELATING TO**

All Academies of the Shaw Education Trust

for the financial year 1<sup>st</sup> September 2017 to 30<sup>th</sup> June 2020

**WAS APPROVED BY THE EXECUTIVE LEADERSHIP TEAM**

**OR BOARD OF TRUSTEES**

ON

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**SIGNED BY MEMBER OF THE BOARD**

**NAME [Print].....**

**POSITION.....**

|                           |                |
|---------------------------|----------------|
| Reference:Version         | 1              |
| Procedure Originator:     | H TURNER       |
| Equality Impact Assessed: |                |
| Approved By:              | BOARD          |
| Date Approved:            | SEPTEMBER 2017 |
| Review Interval:          | 3 YEARS        |
| Last Review Date          | SEPTEMBER 2017 |
| Next Review Date          | JUNE 2020      |
| Audience:                 | Employees      |



## **Travel and Subsistence Policy**

The Shaw Education Trust will reimburse expenses that have been “wholly and exclusively” incurred whilst engaged in authorised activity on its behalf.

The Trust respects the integrity of each employee, volunteer and trustee and expects claims to be made honestly and accurately. However, any attempt to falsify any expense claim will be considered to be gross misconduct and appropriate action will be taken against the claimant and potentially the authoriser if, with reasonable care, the authoriser of the claim should have recognised the fraudulent nature of the claim.

The responsibility lies with the claimant to seek authorisation from their manager prior to incurring any cost that is not explicitly allowable under the Travel and Subsistence policy. The manager should be comfortable justifying such expenditure to the Finance Department.

Any activity that is accepted as claimable under the Travel and Expenses policy should be carried out in such a way to minimise the cost to the Shaw Education Trust, accepting that:

- The claimants health and safety should not be compromised in any way
- The overall efficiency and effectiveness of the activity needs to be considered and not just the cost
- A general test of reasonableness should be applied, both to the necessity of the activity but also the comfort and convenience of the claimant.

## **Approval of Expenses**

No-one is able to authorise their own expenses, including any costs paid for directly by The Shaw Education Trust through travel and accommodation expenses. This also means that a more junior member of staff cannot submit a claim which includes expenses relating to their manager.

Anyone authorising a claim must take reasonable care to ascertain that the claim is reasonable and consistent with this policy.

The chairman of the Trustees should approve the expenses claims of the other Trustees and the Chairman’s expenses should be approved by the audit committee. The CEO’s expenses should be approved by the Finance and Audit Committee. A report should be presented to each Audit Committee of the expenses claims submitted by the Trustees and the executive management team on a quarterly basis.

The Headteacher/Principals expenses should be approved by the Academy Council. The Academy Scheme of Delegation should include the delegated responsibility for the processing of and approval of claims within the Academy.



would claim 25 miles for a one way trip [30 miles less 5 miles [normal travel distance to/from the agreed centre of mileage].

Using this example above 25 miles would be entered in the Non-Taxable column and 5 miles would be entered in the Non-payable column.

The full mileage claim can be made if the claimant is travelling directly from/to their agreed centre for mileage.

In all cases mileage can only be claimed for genuine “business travelling expenses, determined as journeys employees:

- **Have** to make in the performance of their duties
- Make to or from a place they **have** to attend in the performance of their duties

Journeys for which are “ordinary” commuting or private travel cannot be claimed for. For the purposes of this policy “ordinary” commuting is defined as:

Travel between an employees agreed centre of mileage and:

- An employee’s home
- Any other place the employee visits for non-work reasons or
- Any place where the employee performs the duties of another job

Mileage allowance rates for casual car/motorcycle users within the Shaw Education Trust is currently:

| <b>Business miles per tax year</b> | <b>Small Car [under 451cc] Rate per mile</b> | <b>Class 4 [451cc to 999cc] Rate per mile</b> | <b>Class 3 [1000cc +] Rate per mile</b> | <b>Motorcycles</b> |
|------------------------------------|--|---|---|--------------------|
| 1-8,499 miles                      | 0.45p  | 0.45p   | 0.45p                                   | 0.25p              |
| Over 8,500 miles                   | 0.25p  | 0.25p   | 0.25p                                   | n/a                |

### **Subsistence Claims**

Subsistence means the costs incurred just for you, or for other Shaw Trust employees, whilst travelling on company business. It includes hotels, meals and beverages. A VAT receipt must support the claim, without this, the claim must be deemed invalid.

### Accommodation

The Shaw Education Trust has not set limits of what can be claimed because it recognises that costs can vary significantly from place to place and time to time. However, the following principles should always be followed:

- The standard, and therefore cost, of accommodation should be equivalent of a Premier Inn.
- The cost of breakfast and evening meal, as well as the proximity to the place of work the following day [especially if the staff member does not have their own vehicle], should be taken into account in choosing the hotel.
- Breakfast should normally cost no more than £5.00, unless taken in the hotel where the hotel's rates apply.
- Evening meals should comprise no more than 2 courses and 2 drinks [alcoholic or non-alcoholic] and cost no more than £20.00.

Please note that the cost of newspapers, items from hotel room mini-bars, dry cleaning costs, hotel phone calls home and films viewed in hotel rooms will not be reimbursed. Additionally, alcohol not purchased as part of a meal cannot be reclaimed.

If you are away from your normal place of work:

- Breakfast can be claimed if you are to arrive, or are travelling to, a temporary place of work before 7.00am
- An evening meal can be claimed if you are returning from a temporary workplace and will not arrive home until after 8.30pm. The cost of alcohol will NOT be reimbursed in this instance.

### Travelling by Rail or Air

You should always consider the most economical and environmentally-friendly means of travel, usually by taking public transport, together with the most cost effective tariff. For example, give as much notice as possible to gain the benefit of cheaper tickets, consider whether travel needs to take place at peak times when train tickets are usually most expensive. All travel tickets and receipts need to be retained and submitted with the claim. Without this, the claim will be deemed invalid.

Subsistence should be claimed again using the T&E100 form. Please complete the expenses box at the bottom of the form.

| Shaw T&E100   |                     | SHAW EDUCATION TRUST TRAVEL & EXPENSES **SCC USE** |         |                     |                | T&E100 v.4                                  |             |
|---|---------------------|--|---------|---------------------|----------------|---|-------------|
| TOTAL   |                     |  |         |                     |                |   |             |
| EXPENSES  |                     |  |         |                     |                |   | VAT Receipt |
| Date<br>(dd/mm/yy)  | Details of Expenses | Nature of Business                                 | Taxable | Non<br>Taxable      | VAT<br>Element | Is the mileage covered by<br>a VAT receipt  |             |
|   |                     |  |         |                     |                | Are the expenses covered<br>by VAT receipts |             |
|   |                     |  |         |                     |                |   |             |
|   |                     |  |         |                     |                |   |             |
|   |                     |  |         |                     |                |   |             |
|   |                     |  |         |                     |                |   |             |
|   |                     |  |         |                     |                |   |             |
| TOTAL   |                     |  |         |                     |                |   |             |
| CERTIFICATION - Before Certifying Scroll down to read the Authorisation Terms & Conditions below.<br>Once completed, please attach this form to an e-mail addressed to <a href="mailto:sscpartners@staffordshire.gov.uk">sscpartners@staffordshire.gov.uk</a>   |                     |  |         |                     |                |   |             |
| CLAIMANT  |                     |  |         | AUTHORISING MANAGER |                |   |             |
| SIGNED:   |                     | DATE:  |         | SIGNED:             |                | DATE:                                       |             |
| <b>AUTHORISATION TERMS AND CONDITIONS</b>   |                     |  |         |                     |                |   |             |
| <b>CLAIMANT</b>   |                     |  |         |                     |                |   |             |
| I the claimant, by signing/ completing the claimant certification box above certify that:-  |                     |  |         |                     |                |   |             |
| A) This claim correctly states the business expenses I have incurred in carrying out my duties and complies with County Council Rules and Conditions of Employment,<br>B) the vehicle(s) used is licensed, covered by a valid MOT certificate and is insured for County Council business,<br>C) I held a valid driving licence during the period of this claim. |                     |  |         |                     |                |   |             |
| <b>AUTHORISING MANAGER</b>  |                     |  |         |                     |                |   |             |

The Claimant should use the drop down box when clicking into “Details of Expenses” to identify the type of expenditure that are being reclaimed. A VAT receipt must support the claim, without this the claim must be deemed invalid.