



## TRAVEL AND EXPENSE POLICY

### Rationale

- 1.1 This policy is in place to provide guidance to employees claiming travel and subsistence expenses. The document outlines the procedures for school business travel and associated expenses and subsistence. The policy is designed to provide rules on expenses to employees who are authorised to engage in travel and associated business related activities.

### Philosophy

- 2.1 All business travel and expenses must be reasonable and necessary. Every attempt should be made to keep the cost of business travel to a minimum, this includes car sharing and avoiding travelling in peak times if possible. The school operates a “pay and claim” system whereby the employee pays for expenses and then submits an authorised expense claim which is reimbursed through the payroll process. Expense claims must be made electronically and supported by a receipt.
- 2.2 It is a disciplinary offence to breach this policy. Deliberate falsification of a claim or the evidence needed to make the claim will constitute gross misconduct. This may result in dismissal.
- 2.3 The school can only allow employees to claim expenses that have been **wholly, exclusively and necessarily** incurred in the performance of their duties. This is to ensure that the school and its employees are complying with UK tax law in respect of expenses that can be reimbursed without being counted as taxable income.

### Scope

- 3.0 This policy applies to all employees at the school.

### Expense Claim Process

- 4.1 Employees of the school will be reimbursed the actual cost of expenses incurred, wholly, exclusively and necessarily in the performance of their duties. Reimbursements will only be made on production of receipts or invoices. Employees are not permitted to claim travel or subsistence through petty cash.
- 4.2 For expenses incurred and paid for by the employee a claim should be submitted promptly after the expense event, this must be submitted electronically via the HR & Payroll system. This will then be reviewed and authorised (electronically) by the employee's manager before being processed for payment.

- 4.3 It is important that employees provide an accurate description of the expense incurred. The business purpose of an expense may be obvious to the claimant, but not to a third party reviewer (such as HMRC). The business purpose must be specific.
- 4.4 Receipts must be obtained (where applicable, itemised VAT receipts), then scanned uploaded and attached to the claim made in the HR & Payroll system. Receipts must be retained by employees for three years from the end of the financial year they relate to and be made available if required by HMRC.
- 4.5 Where an expense has been incurred and paid for in foreign currency the exchange rate applicable at the time of the expense being incurred must be used to calculate the amount in £ sterling. The amount paid for in foreign currency should be shown in the Expense Description on the claim submitted and the £ sterling equivalent should be shown in 'Total Expense in Sterling'.
- 4.6 Employees are not permitted to claim travel and / or subsistence via petty cash.

### Expense Claim Authorisation

- 5.1 All expense claims will be reviewed and approved by a manager and reimbursed into the employee's bank account. The manager retains the right to send back any poorly described expense claims, or claims made that do not comply with the Travel and Expense Policy. The manager must check all scanned receipts relating to the claim and the original receipts must be retained by the employee and the scanned copies will remain on the employees' record in the HR & Payroll system.
- 5.2 It is the employee's responsibility to ensure that all expense claims are submitted within three months of the expense being incurred. Claims submitted more than three months after the expense was incurred may be rejected, unless there are extenuating circumstances that have made it impossible to submit any expense claim with the time limit (e.g. severe ill-health).

### Exclusions

- 6.1 For the avoidance of doubt, the following do not meet the schools criteria for business expenses. Expenses of this kind will not be reimbursed.
- Alcohol.
  - Leaving gifts and similar.
  - Parking fines and speeding fines.
  - Bank charges and credit card interest.
  - Travel between home and an employees normal place of work.
  - Fuel, unless for use in a hire car.
  - Gratuities.

## Expenses Eligible for Re-imbusement

### 7.1 Local Bus & Rail Travel

Employees will be reimbursed for the necessary business travel costs incurred in the performance of their duties. Journeys between an employee's home and their normal place of work are not business journeys and the associated costs are not reimbursable expenses.

Employees on business travel within the Merseytravel boundary should travel by public transport if public transport is:

- (a) the most viable option and
- (b) the more economic option.

The cost of additional expenses such as parking and taxis should be taken into account when deciding which mode of transport is the most cost effective.

In some cases, the cost of a season ticket may be less than the cost of purchasing individual tickets for regular business journeys. Where this may be the case, employees should seek approval from their line manager and will be expected to demonstrate that their typical business travel journeys in a period would be more economical for the school by purchasing a weekly or monthly pass.

Managers will require from time to time for employees to provide evidence that this continues to be the case. Where approval is given, a season ticket may be purchased and whilst predominately used for business, may also be used for private journeys, which could attract a tax charge for provision of a taxable benefit. It is the employee's responsibility to ensure they are aware of and compliant with this.

### 7.2 Private Car

Where the use of public transport is not practical or economical, private cars may be used for business trips. Employees are reminded that they are required to ensure that they have adequate business UK insurance cover. A mileage claim will be reimbursed in accordance with the rates set out below:

<b>Casual Users (up to 999cc)</b>	<b>Casual Users (above 999cc)</b>
Up to 8500 miles = 46.9p per mile	Up to 8500 miles = 52.2p per mile
Over 8500 miles = 13.7p per mile	Over 8500 miles = 14.4p per mile

Please note that all of the rates set out above are Nationally Agreed rates which are calculated to include allowances for petrol, car maintenance, depreciation, tunnel fees and occasional car parking fees.

At the end of each tax year employee's tax liability is calculated on any "profit" element of mileage allowance they have received.

This is reported to HMRC on form P11D. HMRC will then recover the tax due by reducing an employee's tax code for the following year. Employees will not pay tax on the first 45p per mile but tax is liable for the remainder.

### **7.3 Parking**

Parking costs incurred in the course of business travel may be claimed via the HR & Payroll system. Employees must make every effort to research and use parking that represents value for money and is cost effective. Wherever VAT is charged on parking costs, which may be claimed, a suitable VAT invoice/receipt should be obtained and attached to your claim form.

### **7.4 Fuel**

Fuel expenses should only be claimed in very limited circumstances. Where a hire car is approved and arranged then a claim for the associated business use fuel cost for refilling the hire car prior to returning it can be made. In order for the school to reclaim the VAT element of the payment a VAT receipt should be obtained and the amount of VAT paid should be entered clearly on the claim.

### **7.5 Taxis**

Generally, taxi journeys will not be reimbursed as it is a costly means of business travel. Taxis should only be used if walking, cycling, using the train and taking the bus are not viable options; if your visit will last more than 5 hours and if the distance to your destination is less than 10 miles.

Taxis may be arranged by managers to bring employees to the workplace or take employees home provided that the following conditions have been met:

- Employees are obliged to work outside on normal working hours
- Such early/late working does not follow a predictable pattern and does not arise on more than 60 occurrences in a year
- Suitable public transport is not available

Where public transport is not available on account of it being a Bank Holiday or travel to an employee's normal place of work is required due to an out of hours call-out, taxi travel may be reimbursed subject to manager approval.

These will however be treated as a taxable benefit and will need to be categorised on the expense claim form as 'out of hours taxis' such that the school can report them appropriately at the tax year end and settle the associated tax on your behalf.

In the unlikely event, with regards to business travel, that the cost of taxi travel would be cheaper than any other mode of transport, the cost of the journey may be expensed subject to a receipt being obtained.

### **7.6 Subsistence**

Employees who are required to work away for more than 5 hours, or have to travel a distance of more than 5 miles from their normal place of employment may claim the cost of reasonable subsistence e.g. breakfast, lunch and dinner.

Such expenses should be claimed via the HR & Payroll system. All receipts must be submitted when making a claim. Expenses should not be used as a treat e.g. restaurant meals should not be of an extravagant / luxurious 3 course nature. Claims for alcohol will not be permitted and any gratuities paid cannot be claimed as an expense.

A claim for breakfast and an evening meal can only be made where an overnight stay is required. If an evening meal or breakfast is included in a room rate for a hotel, a claim for an alternative meal is not permissible. School employees engaging in business travel may claim meal expenses up to the following limits:

Breakfast up to £6.03

Lunch up to £8.30

Tea\* up to £3.27

Evening meal\* up to £10.27

These rates apply to ALL school staff and do not differ for London. Claims made in excess of the above amounts will not be approved.

\*The tea rate applies from 3pm-6pm. You cannot claim both tea and evening meal.

## **7.7 Overseas Expenses**

Where an expense has been incurred and paid for in foreign currency, the exchange rate applicable at the time of the expense being incurred must be used. The amount paid for in foreign currency should be shown in the Expense Description and the £ sterling equivalent should be shown in 'Total Expense in Sterling'. Adequate insurance will also be required for the period of travel.

## **7.8 Business Use of Home Phone or Personal Mobile**

Where you use your home phone or personal mobile phones for business, you may claim for the cost of the business call, if the business call resulted in an additional cost (i.e. if the employee exceeded his monthly minutes allowance because of a business call). Claims must be supported by an itemised bill and VAT invoice. The business calls must be clearly highlighted and employees should indicate who the call was to.

## **7.9 Visas & Passports**

Employees are reminded that they are responsible to ensure that they have the required visas and passport when travelling on the Council's business. The cost of obtaining a visa is a reimbursable expense. Adequate insurance will also be required for the period of travel.

## **7.10 Goods & Services**

Employees should not claim an expense to by-pass the schools internal purchasing rules. On rare occasions it may be necessary for staff to purchase low value items and to reclaim this expenditure via staff expenses. It must be noted that goods and services should only be obtained outside of official channels in cases of extreme emergency and staff should not use staff expenses to by-pass correct procedures. Failure to adhere to correct procedures may result in your claim for reimbursement being rejected.

## **7.11 Rail Travel**

For rail journeys outside of the Merseytravel boundary tickets should be purchased in the most cost efficient way possible e.g. via The Trainline website.

## **7.12 Air Travel**

Business travel should be booked on economy class, via the cheapest method possible.

## **7.13 Hotel Accommodation**

Where the school requires an employee to stay away from home or their normal place of employment, the school will meet the cost of reasonable hotel accommodation. The employee is required to book their overnight accommodation in advance and where multiple options are available should select the cheapest option.

The school will not reimburse the following expenses as they are considered to be personally incurred expenses – minibar consumption, laundry, newspapers, pay tv and personal phone calls.

## **7.14 Hire Car**

In some cases it may be more economical and practical to hire a car for a journey. Please speak to the Head of Finance and Operations or Head of HR before doing this.

## **7.15 Home Telephones**

In rare circumstances, it may be deemed necessary for employees to have a dedicated and separate phone line for business calls installed at their home. In these cases, the school will usually arrange the installation and pay this directly to the provider. In no circumstances will any line rental be reimbursed.

## **7.16 Mobile Telephones**

Mobile phones may be issued by the school to employees whose functions necessitate the use of a business mobile phone. Private calls should be kept within reasonable limits. No expense claim should be necessary as these should be arranged and paid by the Authority directly. Please note that only the cost of call charges may be claimed for business calls made from an individual's personal home or mobile phone.

#### **7.17 Broadband**

In rare circumstances, it may be deemed necessary for employees to have broadband installed at their home. In these cases the school will usually arrange the installation and pay this directly to the provider. Therefore, no claims for broadband expenses will be reimbursed via expenses. Please note that a taxable benefit charge will apply in some case for broadband provision.

#### **7.18 Business Entertaining**

Although largely discouraged, any business entertaining should be organised in advance via a purchase order. Before carrying out any business entertaining seek permission from the Headteacher.

#### **7.19 Staff Entertaining**

Staff Entertaining is not permitted.

#### **7.20 Professional Fees and Subscriptions**

Professional fees and subscriptions will not be reimbursed. However, in some cases, it may be possible to contact HMRC to obtain tax relief on subscriptions paid by individuals.

#### **7.21 Clothing**

Where necessary, the school will provide you with any appropriate uniform items of clothing which will have a permanent logo attached or protective clothing where this is essential to the performance of your job. Any uniform or protective clothing requirements will be ordered via the school and therefore paid for directly by the school. No expense claims will therefore be allowed for any uniform or clothing items.

In addition, the school will not reimburse any expenses incurred in relation to laundering uniform clothing. However, employees can claim tax relief for cleaning or repairing specialist clothing such as uniforms or safety boots. The claim will have to be made directly with HMRC and not via the school.

#### **7.22 Relocation Expenses**

The school may consider relocation expenses for applicants accepting a new role with the school. These expenses are at the discretion of the Headteacher.

## **7.23 Office Supplies**

All purchases should be made via official purchase orders and where there is no contracted supplier, advice should be obtained from the Head of Finance and Operations. Any expense claims for items that should have been obtained via a purchase order will require suitable justification being provided.

## **7.24 Medical Examinations & Eye Care**

If the school requires an employee to undergo routine medical health checks or screenings, the school will make the necessary arrangements with the medical practitioner and will pay directly the costs incurred. No expenses can therefore be claimed in this respect via the expense claim system.

If employees are required to operate VDU equipment in order to carry out their duties, they are allowed to request an eye examination every 2 years. The employee must make their own arrangement for a sight test and to order glasses if required.

If an optician certifies that a new or altered prescription for glasses is required solely for VDU usage, the school will bear the cost of frames, lenses and any special prisms or tinting, subject to a maximum of £45 (or £65 if the glasses cost in excess of £99) of the cost relates only to the requirements for VDU usage.

Any claim relating to the above must be supported by associated evidence from the optician and must be made via employee expenses. Petty cash refunds will not be made.

## **Approval and Checks**

### **Duties of Person Approving Expenses**

- Periods of absence are consistent with subsistence claimed.
- Fares incurred are reasonable for the journeys undertaken and duties performed.
- To check that all relevant information required to make a valid claim has been completed.
- Subsistence has been claimed at the correct rate.
- An expense has not been claimed to by-pass the procurement procedure.
- View and check values of all receipts.
- Retain scanned copies of receipts for three years from the end of the financial year they relate to.



## Helpful Reference Sites

ARRIVA                    [Arriva](#)  
Stagecoach              [Stagecoach Bus.](#)  
Merseytravel            [Merseytravel Website.](#)

## Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school intranet

## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010. As it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school.

## Monitoring the effectiveness of the policy

### **Review of Procedure**

This procedure shall be subject to periodic review and may be changed from time to time.

### **Management of policy**

The Governors and Headteacher have overall responsibility for the maintenance and operation of this policy. They will maintain a record of concerns raised and the outcomes.

## Document Control

<b>Version</b>	<b>Date</b>	<b>Action</b>
Version 1	March 2018	Adaption of Travel and Expenses Policy published on 3 October 2017 by LCC.
Reviewed	July 2019	No changes required
Reviewed	July 2021	No changes required