**Hunslet Carr Primary School**

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Staff Travel Expenses Policy

**High expectations**

**Caring**

**Positive attitude**

**Successful**

**Policy reviewed: Dec 2018 Next review: Dec 2020**

***High expectations, Caring, Positive Attitudes & Successful***

**STRENGTHS OF OUR SCHOOL**



|  |
| --- |
| **The Children**Are well behaved, calm and politeAre engaged, positive and resilientAre supportive and helpful towards othersHave an input on important decisionsHave a sense of belonging |
| **The Community**School supports the whole family not just the childRecognises the importance of attendanceSpreads our growing reputation as a good schoolHelps celebrate the children’s achievementsSupports the school on improving behaviour |
| **The Curriculum**Is a fun curriculum that is engagingMaintains a strong focus on the basic skillsIs enriched through extra-curricular activitiesSupports our most vulnerable childrenProvides a rich variety of experiences & opportunities |
| **The Staff**Develop nurturing relationships with childrenProvide good quality teaching and learningSupport one another to help the childrenAre consistent in how they treat childrenIdentify children’s SEN needs early |

**THE CURRICULUM WE HOPE TO PROVIDE**

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|  |
| --- |
| **Skills**Fluent and confident in Reading, Writing and MathsCommunicate with confidenceICT skills fit for the futureLife skills – social, money, time, cookingSafety skills – Swimming, healthy choicesProblem solving skills – Patience & Resilience |
| **Attitudes**Confident, proud and independentThe believe that ‘Impossible is Nothing’Understand and celebrate a range of culturesTake responsibility for themselves & othersBe honest and learn from their mistakesRespectful, caring and helpful |
| **Experiences**To have 1st hand experiences of…Going away on a residential tripVisiting a range of places of worshipA chance to look after an animalRelevant trips to theatres/farms/beachesTaking part in public performancesWork experiences & further education |
| **Knowledge**High school ready English & mathsTo know about local places of interestTo know where we are in the worldLife skills – money, time, cookingInformation about possible careersTo know major historical factsTo know their own strengths |

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**General principles and guideline**

The principle of the Expenses Policy is that employees should be reimbursed for all necessary expenditure reasonably incurred in the performance of their duties. The basis of expense claims will be actual expenditure up to limits as specified in this policy; limits will be reviewed annually.

Managers and staff should note that authorising managers have no authority to vary this policy; claims for items not allowed under the policy will be rejected. Staff should note that if they pay for expenses incurred by another individual, any deductions from their claim for non-compliance with policy would be their responsibility.

## Timeliness of submission

Expenses should be submitted as soon as possible after they have been incurred and before the 5th of a given month if you wish to be paid within that month.

## Submission of Expenses

Expenses should be submitted to Christine Rayner. Please ensure that when submitting your claim you include ALL receipts relating to the claim and record it on the LCC claim form. Any additional paperwork that you have to support your claim should also be included.

## Receipts

Receipts must accompany all claims.

## Authorisation of expenses

All expense claims must be authorised by the Headteacher. The Head must ensure they are happy with the claim, or reject it for correction or further info.

**Travel**

## Alternatives to travelling and mode of travel

Wherever practicable, **audio conference facilities** and **video conference facilities** should be considered as an alternative to travelling.

## Rail travel

First class rail travel is only permitted where the authorising line manager considers that the need for a working environment, use of portable computer equipment for example, is justified given the length of journey, nature of journey and cost of journey. The only exceptions are where it can be demonstrated that it is the cheapest ticketing option of all available tickets.

Significant savings can be obtained by specifying outward and/or return journeys at time of booking.

Rail travel will be second class or the most effective way to travel. (Most travel can be pre-booked which will be significantly less than purchasing a ticket on the day of travel, which should always be the prefered method of booking).

## Buses and public transport

When travelling, public transport should normally be used.

## Minicabs and black taxis

Minicabs or taxis can be taken for business purposes if it is the most cost effective means of transport.

## Journeys between home and normal place of work

You are expected to meet the full cost of all journeys between your home and your normal place of work.

## Journeys between home and temporary place of work

If you can demonstrate that your journey from home to a temporary base (or vice versa) incurs excess travel costs, the excess costs will be reimbursed. Full details of the excess costs must be provided on your expense claim.

**Driving (including mileage rates and hire cars)**

## Driver’s responsibility

It is your responsibility to ensure that you comply with you Motor Vehicle Insurance Policybefore driving a private vehicle on school business. School accepts no liability for loss of, or damage to, vehicles being used on school business. Tax relief may be available when using your own vehicle for work; please view the HM Revenue & Customs guide on using your own vehicle for work.

## Mileage rates

Mileage should be claimed at the HMRC Travel – Mileage and Fuel Allowance Approved rates:

The most recent rates are:

|  |  |  |  |
| --- | --- | --- | --- |
| From 2011 onwards | Car & Vans | Motorcycle | Bike |
| Up to 10,000 miles  | 45p  | 24p  | 20p  |
| Over 10,000 miles  | 25p  | 24p  | 20p  |
| Passenger Payments – Claimed per passenger per business mile for Car & Vans only | 5p | 0p | 0p |

You should complete the expenses form keeping a running total of the business mileage claimed in the nominated field.

## Parking

Reasonable car parking costs while on business will be met so long as a valid receipt is provided.

## Tolls and congestion charges

Necessary road and bridge toll costs will be met, including the congestion charge where there is a genuine business need to incur it. No tolls or congestion charges can be claimed for travel between home and work.

## Fines

School will not meet the cost of fines incurred by individual for motoring or parking offenses.

# Overnight accommodation

## Accommodation Rates

If you have to stay away from base overnight, school will pay for the cost of a standard single room with bathroom facilities.

The cost of the room should not normally exceed the following limits. These limits will be the maximum claimable, with receipts, unless there has been prior approval of your line manager after special consideration of the circumstances:

**Overnight stay outside of London (and other similar destinations)**

|  |  |  |
| --- | --- | --- |
|  | Cost per night (ex VAT) | Cost per night (Inc VAT) |
| Room Only | £75 | £90 |
| Bed and Breakfast | £85 | £102 |

**Overnight stay in London (and other similar high cost destinations)**

|  |  |  |
| --- | --- | --- |
|  | Cost per night(ex VAT) | Cost per night(Inc VAT) |
| Room Only | £150 | £180 |
| Bed and Breakfast | £166 | £200 |

**Meals**

## Meals whilst away overnight

When necessarily away from base overnight, school will reimburse the actual cost of relevant meals on presentation of receipts, up to the limits (including VAT and service) below. These limits take account of the fact that staff would normally incur a domestic cost for meals in any case:

|  |  |
| --- | --- |
| Meal | Limit (incl. VAT & Service) |
| Breakfast | £10 |
| Lunch | £10 |
| Dinner | £16 |

Alcohol will not be authorised for reimbursement.

If certain meals have been provided for you, (i.e. breakfast included in the accommodation charge or location catering provided for lunch) only the other meals may be claimed.

## Group meals

If one member of a team pays a bill on behalf of other members of staff, details of the reason, location, names and number of staff must be shown on the expenses claim. Claims cannot exceed the number of staff multiplied by the relevant per head cost for the type of meal.

Alcohol will not be authorised for reimbursement.

**Hunslet Carr Primary School**

This will be your normal place of work.

When traveling on business for school by car, directly from or to your home, you must deduct the home to work base mileage from your mileage claim. This is a requirement of HMRC.

*Home to work base mileage, in the event of a dispute, will be based on Google Maps.*

## School Business

Actions that would count as reasonable School Business are:

* Picking up or dropping off children to or from school
* Picking up or dropping off information to or from another school
* Collecting items such as money, food, equipment for school
* Attending a meeting connected to school business that is more than ten miles away from LS10 2DN