

Travel and Subsistence Policy

Introduction

If an employee is not sure whether they will be able to make a claim in a particular situation, they should ask before they incur any expenses, as this may not be reimbursed. Clarity should be sought before claim is submitted.

It is very important that claims are not made outside the terms of this policy and guidance unless permission has been given specifically to deal with a particular situation.

Accommodation

All overnight stays must be approved in advance by the Staff Training budget holder, Headteacher or the Finance Director.

In some situations, particularly certain training courses, accommodation is provided as part of the package, in which case employees do not need to make any claim. In other cases, the employee will be reimbursed the actual cost of bed and breakfast incurred.

Out-of-pocket Expenses

Employees attending residential training courses are entitled to claim an allowance to cover incidental out-of-pocket expenses (e.g. telephone calls to home). The amount is published with other allowance figures and is updated annually on 1st April; payment of the allowance is limited to 6 weeks for any one course.

Exceptionally, if employees need to travel abroad, escorting clients/students, attending conferences etc., a separate allowance in respect of out-of-pocket expenses may be claimed.

Travel

General Principles

Employees should only make business journeys when they are absolutely necessary. Other options should always be considered before travel is undertaken which are more efficient and cost effective for example email, telephone, video or telephone conferencing.

Where a business journey is necessary, employees are expected to organise it in the shortest and most effective way.

Employees whose post requires them to undertake business travel are responsible for their own travel arrangements and these must be carried out in the most effective and efficient way to perform the job. The trust will support necessary business travel, including reimbursement of costs arising from the use of employees' own vehicles.

Environmentally friendly travel should be encouraged. Mileage payments will be made within Her Majesty's Revenue and Customs (HMRC) guidelines.

Mileage Payments

Employees who use their own car, van, motorcycle or cycle for official MAT work purposes are entitled to be reimbursed in accordance with HMRC approved mileage rates.

Where a number of employees undertake the same or a similar journey, they should always travel together.

In addition to mileage rates detailed, employees who take passengers in a car or van may claim a passenger mileage payment per passenger per mile. The passenger must be an employee of the trust or an employee of a partner organisation on the same Academy business. Where the passenger does not start or finish their journey at the same

time as the driver, then the driver can only claim for the number of miles that the passenger was actually present in the vehicle.

The basic criteria for claiming official mileage is that this should be calculated from the employee's workplace and back again. Normal everyday home to office mileage is the employee's responsibility.

Where it is more beneficial for employees to travel direct from home to an outside appointment or vice versa, rather than call in to the workplace first, they are only entitled to claim the number of miles over and above their normal home to work mileage. On this basis, all travel claims in any one day should always exclude the employee's normal home to office miles regardless of the reason e.g. training course etc.

The only circumstance in which normal home to office mileage is payable is where a second journey from home to a place of work is made on the same day in order to carry out official duties. Where an employee agrees to work on a day they would not normally work, it is still their responsibility to get to and from work (including training courses). Therefore, no home to office mileage is payable.

Other conditions

Where an employee is required to travel from their normal workplace to carry out their day to day role, travelling time is included within their normal working day. However, employees who are expected to travel to training courses can claim no more hours than their normal working day including travelling time. Where there are excessive demands placed on an employee, for example very long distances travelled which extend significantly over the working day and where such occurrences happen repeatedly over a short period of time, then management will have discretion, as a gesture of goodwill, to allow some time in lieu as recompense.

Rail Travel

If an employee requires a rail ticket for business purposes they must contact the Academy Finance Office, at least seven working days before the planned travel, who can organise this for them.

Employees are expected to travel standard class, and take advantage of off peak or other reduced rates if the circumstances allow. First Class travel may be used provided prior approval from Finance Director is obtained, if:

- Accompanying someone else travelling First Class; or
- The timing of a journey would make it impossible to work effectively, e.g. peak holiday periods.

Parking Expenses

Bus fares and car-parking charges incurred on Academy business may be reclaimed in full.

The trust will not reimburse in respect of parking and similar fines.

Authorisation

The formal responsibility for authorising business journeys rests with the Staff Training budget holder, Headteacher or Finance Director. Employees are advised to seek approval in advance for any unusual journeys where there is likely to be any doubt about the legitimacy of the journey or of the amount of mileage that can be claimed.

Methods of Claiming

Employees should complete the Travel and Expenses Claim, attaching the relevant VAT receipts, and submit to the Finance Office.

Employees should note the terms of the declaration on the claim form. No one should make or approve a claim if the conditions explained in this policy have not been met. The trust will take a very serious view of fraudulent or negligent claiming or certification.

Insurance

Employees who use their own vehicle for work should ensure they have the appropriate insurance to cover business travel. This is normally referred to as 'Business, Social and Domestic' cover by Insurance companies. It is the employee's responsibility to check that they are insured.

The following rates apply to employees who are required to travel on the trust business from 6 April 2016:

Travel

	Car	Motorcycle	Bike	Additional passengers
Up to 10,000 miles per annum	40.9p	24p	20p	4p
Over 10,000 miles per annum	25p	12p	20p	4p

Subsistence (on presentation of VAT receipts)

Meal	Limit (including VAT & Service)
Breakfast	£6
Lunch	£6
Dinner	£16
Beverage eg Coffee (when driving Academy Minibus)	£3 - Every 3 hours of driving

Out-of-pocket Expenses (on presentation of VAT receipts)

Expense	Limit (including VAT & Service)
Overnight stay outside London – Room only	£90
Overnight stay outside London – Bed & Breakfast	£102
Overnight stay in London – Room only	£126
Overnight stay in London – Bed & Breakfast	£138
Telephone call home from hotel	Maximum duration of 15 minutes
Business telephone calls	On presentation of itemised bill
Hosting foreign staff during exchange visits	£17 per night

Note:

Alcoholic drinks, Minibar, TV/DVD bills will not be reimbursed.