



Shottery St Andrew's CE Primary School

Staff and Governor Expenses - subsistence, travel allowance and care

All employees are entitled to claim for out of pocket expenses such as travel costs in the course of carrying out their responsibilities and duties.

This policy governs and manages the way in which reimbursement is made and supports our principles that no employee should profit, or lose money when undertaking work for the school.

All staff and governors are required to comply with this policy and are subject to the same audit requirements of providing receipts, having their expenditure authorised /approved and retaining records of purpose and mileage undertaken.

This policy will be reviewed annually in line with updates from HMRC with regard to amounts which may be claimed.

Policy written: November 2014

Subsistence

Employees who as a result of their official employment duties are prevented from following their normal meal arrangements or who have to stay away overnight may claim reimbursement of the actual expenditure incurred (excluding alcoholic drinks) up to the maximum. A valid receipt for the actual expenditure incurred must accompany and support each claim otherwise no reimbursement will be made. All hotel bookings will be made directly by the school and the school will be invoiced accordingly.

Expenses may be claimed where the employee is required to be in work before 7:00am or after 8:00pm. Receipts must be provided.

Description	Amount (up to)
Breakfast rate - The rate may be paid where an employee leaves home earlier than usual and before 6.00 am and incurs a cost on breakfast taken away from his home after the qualifying journey has started. If an employee usually leaves before 6.00 am the breakfast rate does not apply.	£5.00
Late evening meal rate - The rate may be paid where the employee has to work later than usual, finishes work after 8.00 pm having worked his normal day and has to buy a meal before the qualifying journey ends which he would usually have at home.	£15.00

The breakfast and late evening meal rates are for use in exceptional circumstances only and are not intended for employees with regular early or late work patterns.

Travelling allowance

Travelling allowances are payable where staff need to travel to carry out official duties for example extending training booked by the school. Employees must ensure the vehicle used for the purposes of this travel is insured and taxed correctly to do so.

The mileage rates will apply where personal cars are used for business purposes irrespective of engine size.

When undertaking school business, staff should adhere to traffic regulations. Any parking penalties or other liabilities that arise from the way the vehicle is used, particularly breaches of the Road Traffic acts, the Traffic Management Act and Motor Vehicles (Construction and Use) Regulations are not the responsibility of the school and must not be claimed as an expense to be reimbursed. This includes excess charges incurred (eg compound charges) by not buying such items as congestion charge tickets, car parking tickets, etc.

Employees will use the most economic form of travel in terms of cost and time, taking into account the different modes of travel, traffic and fares available.

The current mileage rate is 45p per mile.

Care arrangements

School staff are eligible to claim for care arrangements where they are required to attend official duties beyond their reasonable normal working hours and where this necessitates child care or babysitting expenses which are not able to be provided by a relative or partner or for care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner. These will be used in exceptional circumstances only for events such as parents evening, training outside of Warwickshire which would result in the member of staff being unable to collect or look after their dependent.

Care Arrangements	Actual costs incurred, up to a maximum of £5.00 per hour per dependent
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Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its committees and undertaking governor development. Governors may not claim for actual or potential loss of earnings or income. All governors and associate members are eligible to claim allowances in accordance with this scheme.

Allowance Rates

Rates at which allowances are payable are as defined for staff members. Where a governor requires childcare facilities they may make use of the school's afterschool club at no charge.

Criteria for Claims

All claims must be submitted to the head teacher on the official form, held in the school office within one month of the expenditure being incurred. (Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, taxi receipt, till receipt, childcare invoice, a VAT petrol receipt should be supplied for any mileage claims .)

Financial Systems

The school's normal systems for authorising and processing payments will apply to claims made under this scheme.