

# Kings Road Primary School

## Travel & Subsistence Policy



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Date	October 2020
Adopted by Governors	30 <sup>th</sup> November 2020

## 1. Rationale,

1.1 Occasionally, staff at the school undertake duties which result in claims for travel expenses and subsistence.

In these cases, the school travel and subsistence policy procedures should be followed. Please Note: any expenses other than mileage will only be considered with the prior approval of the Head Teacher.

## 2. TRAVEL

**2.1 PRIVATE VEHICLE** - Casual Car User Allowance is where an employee, whether full or part time is authorised to use a private car on school business, the employee will receive an allowance in accordance with the mileage allowance detailed in this policy.

**2.2 PRIVATE VEHICLE** – Calculating mileage commuting mileage – refers to one journey each way from home to work and work to home on normal/contractual working days and will not be reimbursed.

Journeys that start and finish at the School (normal base) will be regarded as normal business mileage and will be reimbursed in full.

Journeys that begin at home, travel directly to a site address and then on to the School will be reimbursed on the basis of the actual mileage less normal commuting mileage one way.

Journeys that begin at School, travel to a site and then on to Home, will be reimbursed on the basis of actual mileage less normal commuting mileage one way.

Journeys that start and finish at Home, travel to a site address and then directly back to home will be reimbursed on the basis of actual mileage less normal commuting mileage each way.

**2.3 PRIVATE VEHICLE** – Insurance- Employees who use their own vehicle or a vehicle registered or insured in someone else's name, on School business, must ensure that the insurance covering that vehicle is adequate. The cover must be sufficient to permit the employee to drive the vehicle for business purposes.

**2.4 PRIVATE VEHICLE** – Car parking charges will be on production of a valid receipt. The School is not liable for any parking fines or road traffic penalties incurred by staff, regardless of circumstances.

**2.5 CLAIM FORM** – Located on the self-service system I TRENT to claim mileage. All parking, taxi and subsistence claims must be paid via Claim forms. Claims should be made on a regular basis and should be authorised, checked and signed by appropriate Line Manager before submitting to the School Business Manager for processing.

**2.6 3RD PARTY CLAIMS** - Where claims are made by an employee for a journey which will be reclaimed by the School from a 3rd Party, the rate paid will be that agreed by the 3rd Party.

**2.7 OTHER JOURNEYS** - Where employees travel by bus or train or taxi to get to a site or meeting away from School, then reasonable expenses, supported by receipts, will be reimbursed in full.

At all times the most cost effective and/or efficient means of transport should be used. Wherever possible train, coach or air travel should be pre-booked by the school using the school credit/debit cards. There is no need to incur the cost personally.

If transport is not pre-booked using the school financial procedures, reimbursement will be made via the appropriate claim form, via cheque run, on provision of appropriate supporting documentation.

**2.7 AIR TRAVEL & TRAIN TRAVEL** - where travel on business by air is more cost/time effective, this must be authorised by the Head Teacher or Governors. Standard class rail travel together with the cost of reserving the seat will be paid, except in exceptional circumstances approved by the Head Teacher or governors.

### **3. SUBSISTENCE**

**3.1 MEALS** - Employees are entitled to claim subsistence expenses in situations where they are working or are on a conference/seminar/training course away from school where refreshments are not provided.

Upon production of receipts, employees will be reimbursed for their actual expenditure up to the maximum allowance of **£15**. Employees required to leave home before 6.30am in order to attend a meeting, event etc., may be reimbursed for breakfast to a maximum of **£6.00**.

Claims should be submitted on the staff travel expenses and subsistence allowance claim form.

**3.2 DRINKS** - No reimbursement will be made for alcoholic drinks when on school business.

**3.3 REFRESHMENTS** - When attending events on behalf of the school, if refreshments and food is not provided, reasonable claims for refreshments and food during the day will be reimbursed to a maximum of **£7** a day.

**3.4 OVERNIGHT STAY AWAY FROM HOME IN UK** - When meetings, conferences, events involve more than one or more overnight stays away from home, the type of expenses eligible for reimbursement will be agreed with the Head Teacher in advance.

If the event/conference has residential accommodation, all reasonable claims for accommodation and expenses will be reimbursed. Except in exceptional circumstances or with the prior approval of the Head Teacher accommodation (i.e. bed and breakfast) charges should not exceed **£60** per night (or **£90** in London) and evening meal **£15** per night.

Payment will only be made on actual expenditure supported by receipts. Where an employee chooses to exceed the maximum amount, the school will only reimburse to the maximum level and the employee will bear other costs.

#### **Summary of Subsistence Allowances**

- Breakfast Maximum **£6.00** (if leave home before 6.30)
- Lunch/refreshments Maximum **£10.00** per day
- Evening meal Maximum **£15.00** for day visit, home after 8.30 pm
- Evening meal (away) Maximum **£15.00**
- Accommodation (B&B) Maximum **£60** per night

